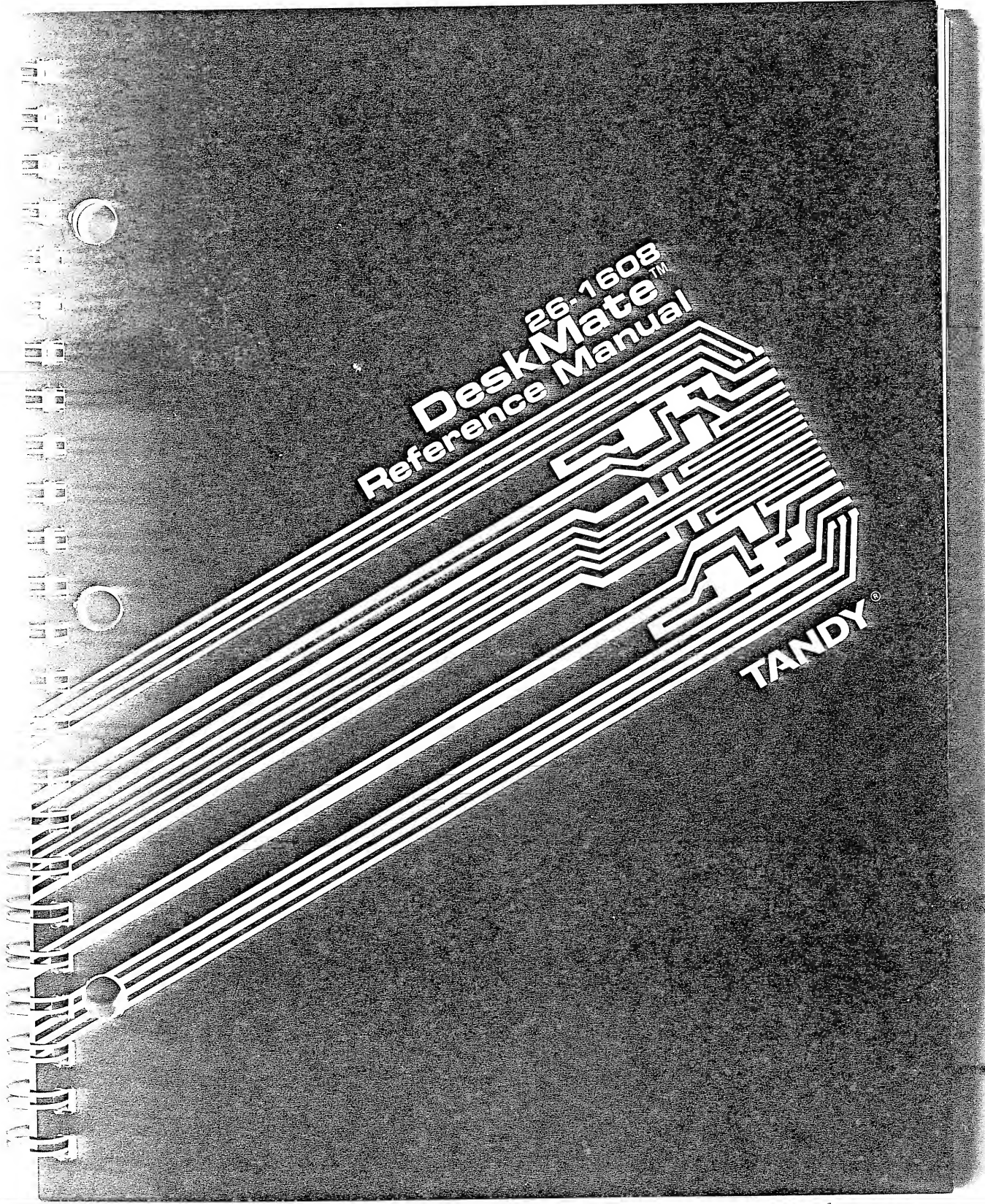


26-1608
DeskMate™
Reference Manual

TANDY®



DeskMate™
Reference Manual

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INTRODUCTION

DeskMate is an integrated, easy-to-use set of applications and functions that conserve time, energy, and space. These applications replace many of your manual production tools: typewriter, calculator, rolodex, calendar, notepad, and so forth. All applications in the system use similar functions and operations, which makes DeskMate easy to learn and use.

Using DeskMate not only is faster than using your manual tools, but also allows easy access for updates and corrections. Information may be added to, deleted from, or duplicated in files quickly and easily. Also, many applications provide "at-a-glance" information for quick decision making or question answering. All DeskMate information may be displayed on the screen or printed.

DeskMate consists of ten Main Menu functions, eight "subfunctions," and six major applications along with their individual functions. Separate chapters of this reference manual explain in-depth each of the major applications and their functions. The Main Menu functions are also presented in a separate chapter. The DeskMate Overview details the subfunctions.

Following is a brief description of the DeskMate applications.

- TEXT is a text editor, in which you can create, review and edit, and print documents.
- WORKSHEET lets you compute numbers in columns and rows. Addition, subtraction, multiplication, division, exponentiation, as well as other set, statistical, and trigonometric operations are available.
- FILER is a card file type filing system. Any number of "forms" of information may be stored. An item may be filed and searched for by any of the information contained therein.
- TELECOM acts as a telecommunications terminal. DeskMate goes into an interactive terminal mode so that information may be transmitted from another system.

OVERVIEW

- CALENDAR is an event scheduling system. Recorded events may be reviewed at any time. A list of the events for the day displays at the Main Menu.
- MAIL is a messaging system. Messages are created and stored in the system in files according to whom they were written. General information messages can go into a common file, MESSAGES.

Additionally, the ALARM and HOST functions on the Main Menu, and the CALCULATOR and PHONE subfunctions should be mentioned here.

- ALARM is an event reminder system. An alarm may be set for certain events. Events may be entered directly into the ALARM file, or they may be duplicated from a CALENDAR file.
- HOST is a telecommunications mode for using DeskMate at a remote site. Local operation is locked out while a remote terminal accesses the system.
- CALCULATOR is a quick-access function for simple addition, subtraction, multiplication, division, and percentage calculations.
- PHONE lets you store, review, and call (with an automatic dialing modem) phone numbers. Initials and names identify each number.

Notes On Hardware Requirements

DeskMate is completely self-sufficient. Your computer and the DeskMate software are all that is required to run the basic system. A modem is required to communicate with another computer using TELECOM or HOST. To use the automatic logon feature of TELECOM or HOST, or the dialing feature of PHONE, the modem must be programmable (automatic dialing). Check the operating instructions of your modem for details.

Additionally, a printer is helpful for producing permanent records of DeskMate tasks accomplished and information stored.

ENTERING DESKMATE

At TRSDOS Ready, type **DM** (**ENTER**). The Main Menu displays:

Tandy DeskMate		Version 01.00.00		02/25/85		10:30am	
				Events for Today :			
FEB 1985				Make appointment with accountant			
1 2				Mom's birthday — call florist			
3 4 5 6 7 8 9				Write confirmation letter to Wilson			
10 11 12 13 14 15 16				05:30a Shop at fish and produce wholesale markets			
17 18 19 20 21 22 23				07:30a Meet Bill at gym			
24 25 26 27 28				08:30a Prepare food for Davis luncheon			
				11:45a Luncheon at Riverdale Country Club			
Text		Worksheet		Filer		Telecom	
Calendar		Mail					
LHEAD		BUDGET		CLIENTS		AGENDA	
ADDRESS						LAURA MESSAGES	
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]
DATE	NAME	FREE	ALARM	HOST	PASSWD	SELECT	COPY
							[8] [9]
							DELETE SWAP

At the top left of the Main Menu is a calendar for the current month. Today's date (the current system date) is highlighted. The next seven Events for Today, ALARM events for which the Remind @ time has not yet passed, display at the top right. The applications display between the two solid horizontal bars, on the application name line. Below each application are its corresponding data files. The last two lines, the function label lines, display the Main Menu function names and numbers. (Label lines appear in each application, showing the functions specific to that application.)

KEY USAGE

Key usage is very similar throughout the system. There are three types of keys in the DeskMate: command keys, arrow keys, and function keys. Following are key descriptions.

The DeskMate command keys, **F1**, **F2**, **F3**, **SHIFT F3**, and **BREAK**, are used throughout DeskMate to perform a system function. Command key operation is described in Table 1.

F1	BACKSPACES; deletes the character over which it backspaces (the character immediately in front of the marker)
F2	displays the DeskMate subfunctions
F3	saves all data and settings entered in the current file and RETURNS to the previous operation; exits to TRSDOS from the Main Menu
SHIFT F3	CANCELS changes to the current line and changes to the settings and returns to the Main Menu; exits to TRSDOS from the Main Menu
BREAK	BREAKs (cancels) the current request, prompt, or command

Table 1. Command Key Operation.

The arrow keys, **↑**, **↓**, **←**, and **→** (alone, with **SHIFT**, and with **CLEAR**), are used throughout DeskMate to move the marker and display specific application information. Arrow key usage varies slightly in each application; see the appropriate application chapter for specific usage. General arrow key usage is described in Table 2.

I OVERVIEW

↑	moves the marker to the previous line
↓	moves the marker to the next line
←	moves the marker to the left one position
→	moves the marker to the right one position
SHIFT ↑	moves the marker to the top line of the screen
SHIFT ↓	moves the marker to the bottom line of the screen
SHIFT ←	moves the marker to the left margin of the screen
SHIFT →	moves the marker to the right margin of the screen
CLEAR ↑	displays the first item in the file
CLEAR ↓	displays the last item in the file
CLEAR ←	displays the previous item in the file
CLEAR →	displays the next item in the file

Table 2. General Arrow Key Usage.

Function keys are specific to each application. With the exception of the TEXT EXCHANGE and the WORKSHEET PRINT and OUTCOMES functions (**CLEAR E**, **CLEAR P**, and **CLEAR O**, respectively), functions are represented by a number. Function numbers and names display on the last two lines of the application screens. Hold down the **CLEAR** key, and press the appropriate number to use a function.

FILES AND OPERATIONS

Creating or Opening an Application File

To create a new file for an application, use the left and right arrow keys to place the marker over the application name (between the two solid horizontal bars) on the Main Menu. ((SHIFT) with or moves the marker to the leftmost or rightmost application name.) Press **ENTER**.

For all applications except TELECOM and MAIL, you are prompted to enter a filename. Type a name for the new file, and press **ENTER**. A valid filename begins with a letter, contains no spaces, and is no more than eight characters in length. Do not add a file extension (/DOC, and so forth). DeskMate automatically adds the proper file extension when it creates a file.

You may also press **BREAK** at the filename prompt. Pressing **BREAK** to override the filename enters the application without creating a file in which to save data. This lets you use the DeskMate applications as a "scratchpad." Everything you calculate or record is erased as soon as you exit the application.

The TELECOM and MAIL applications may be opened directly from the application name line. TELECOM uses data files only to store auto logon sequences. The Current Status screen appears when you open the TELECOM application. MAIL uses data files, including a default file for general messages. It is the default file (MESSAGES) that displays when you select MAIL from the application name line.

You may also open any existing application data file directly. Press **F1** to move the marker to the data file listing near the bottom of the screen. Data files appear directly under the application to which they correspond.

Use the arrow keys to move the marker to the desired data file. (SHIFT) with (←) or (→) moves the marker to the leftmost or rightmost data file, respectively. (↓) moves the marker to the next data file in a column, and (SHIFT) (↓) moves the marker to the last data file on the screen in the current column. If there are more than 10 data files for an application (noted by an asterisk on the bottom line, next to the tenth filename), (SHIFT) (↓) scrolls to the next screen of data file names. Press (ENTER). The first screen in the appropriate application for the data file under the marker appears. Review, edit, or perform other available functions on the information in the data file.

Exiting an Application File

Press (F3) to exit and close an application file and return to the Main Menu. Press (F3) at the Main Menu to go to TRSDOS Ready.

Canceling an Operation

Press (BREAK) to cancel the current request, prompt, or command.

Press (SHIFT) (F3) to CANCEL an operation or application and return to the Main Menu. Press (Y) at Cancel update (Y/N)? Entries and changes that are not already written to the file are not saved. Press (N) at Cancel update (Y/N)? to return to the operation or application.

DESKMATE SUBFUNCTIONS

The DeskMate subfunctions are simple, easily accessible functions that are available throughout DeskMate, in all applications and at the Main Menu. The subfunctions display information (HELP, ALARM, PHONE), set the printer or print whatever is currently on the screen (PRINTER, SCREEN), perform simple calculations (CALC), dial a telephone number if the system is equipped with an automatic dialing modem (PHONE), and change certain system settings (DATE, ALARM OFF/ON).

Press **(F2)** to access the subfunctions from the current application or Main Menu. The subfunctions label lines replace the application or Main Menu label lines:

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
HELP	ALARM	CALC	PHONE	SCREEN	PRINTER	DATE	ALARM OFF		

To use a subfunction, hold down the **(CLEAR)** key, and press the appropriate function number. Press **(F3)** to RETURN to the current application after you complete the subfunction. The application returns to the exact point at which you left it.

Help

Press **(CLEAR) (0)** at the subfunctions to display HELP (reference information) for the current application. HELP for the current mode (FIND, FORMAT, and FORMULA) or application (if no mode is in use) displays. If there is another HELP screen for an application, the screen shows:

Press Enter to Continue

Press **(ENTER)** to display each successive HELP screen. The following message displays on the last HELP screen:

Press F3 to Return

Press **(F3)** to exit the HELP subfunction and continue with the current application.

Alarm

Press **(CLEAR) (1)** at the subfunctions to display ALARM event information. The application label lines are replaced with the last event for which an alarm has sounded and the next ALARM event.

See the "ALARM" section in Chapter 2 for information on entering events into the ALARM file.

Press **(F3)** to exit the ALARM subfunction, and continue with the current application.

Calculator

Press **(CLEAR) (2)** at the subfunctions to display the CALCULATOR:

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]		0.0
ADD	SUBTR	MULT	DIV	PERCENT	+/-	CA	CE	+	

CALCULATOR uses a 10-digit display (no commas), floating decimal point format. $\pm 9,999,999,999$ is the largest number you can enter or accumulate, and ± 0.000000001 is the smallest. If the accumulator overflows, it fills with asterisks.

To perform a calculation, type the first number, or operand, in the "entry" (bottom) line. Each numeral pushes the number you are typing one character to the left. (Press **(CLEAR) (5)** to reverse the sign of the number you type: 10 becomes -10, and so forth. A minus sign displays in front of a negative number.)

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The default operator is + (ADD); simply press **(ENTER)** to add the amount you typed in the entry line to the amount (0.0) in the "accumulator" (top) line. Type a logical operator (+, -, *, or /), or press **(CLEAR)** and an operator function number (0-4) to perform an operation other than ADD. The functions and operators are as follow:

- (CLEAR) 0** or + for addition
- (CLEAR) 1** or - for subtraction
- (CLEAR) 2** or * for multiplication
- (CLEAR) 3** or / for division
- (CLEAR) 4** or % for a percent
- (CLEAR) 5** to reverse the sign of the operand
- (CLEAR) 6** to clear entry (operand)
- (CLEAR) 7** to clear all amounts

Note: A percent is: Accumulated amount * (operand amount/100).
For example, to calculate 20% of the accumulator, type **20** as the operand, press **(CLEAR) 4** or % to display a percent sign, then press **(ENTER)**.

Type the logical operator, or use the operator function, at any time before you press **(ENTER)** to calculate the result. The calculated result displays on the accumulator line.

Enter new operands, changing the operator when necessary, until you complete your calculations.

Press **(F3)** to exit CALCULATOR and continue with the current application.

Phone

Use **PHONE** to record and quickly look up phone numbers. With an automatic dialing modem, DeskMate dials the number for you. Press **CLEAR** **3** at the subfunctions. The screen shows:

```

FIND: ..... *
ABC ABC Exterminators.... 817-990-1212 *
AL. Arnold's Liquors.... 817-764-1892 *
CB. Beauchamp, Cindy.... 817-883-1267 *
FD. Davis, Frederick.... 817-256-9011 *
JH. Helmer, John.... 817-653-8754 *
BJ. Jones, Bill.... 817-555-8060 *
LFB LaFrance Bakery.... 817-732-5766 *
RM. Miller, Robert.... 214-872-4432 *
... Mom..... 817-292-3188 *
LM. Moore, Lisa (CPA).... 817-832-3358 *
PLS Petta Linen Service.. 817-482-7371 *
RF. Riverdale Florist... 817-537-0996 *
LR. Roach, Lewis..... 214-872-6680 *
CS Sims, Chris..... 817-449-8442 *
S&P Smith & Patterson... 214-335-4285 *
EW. Williams, Mrs. Eliot. 817-737-7728 *
LW. Wordsworth, Laura... 817-921-8831 *
YFM Young's Fish Market.. 817-563-2199 *
... .. *
..... *

PREFIX 1: 9P ..... PREFIX 2: 5551290P... PREFIX 3: 8559012... ACODE: 817
[0] [1] [2] [3] [4] [5] [6] [7] [8] [9]
FIND CALL PREFIX1 PREFIX2 PREFIX3 SORT PRINT DELETE ADD

```

There are 39 lines for entry of numbers into the PHONE file. On a blank phone line, type up to 3 characters by which you wish to reference a number (for quick look-up), and press **(ENTER)**. Next, type up to 21 characters for the name (*lastname, firstname* if you want to SORT them), and press **(ENTER)**. Now, type the area code and telephone number in 999-999-9999 format, and press **(ENTER)**. **(SHIFT)** **(←)** and **(SHIFT)** **(→)** move the marker back and forth between the columns.

Note: When automatically dialing, PHONE assumes the number is a local one if no area code is entered for it, or if the area code matches ACODE at the bottom right of the screen.

Press **CLEAR** from anywhere on the screen to move the marker to the PREFIX and ACODE line at the bottom of the screen.

PREFIX1 - 3 are for entering special codes that precede phone numbers when auto-dialing. Examples of these may be codes for getting an outside line on a PBX system, long distance codes, or access codes to other phone networks. Include a capital letter "P" after the prefix to indicate a 1 second pause.

Any or all of the PREFIX fields can be selected for dialing by pressing **CLEAR** and the appropriate function number (**2**, **3**, or **4**) for the prefix.

ACODE is for entering the local area code. When a number is automatically dialed, it is checked for an area code. If there is no area code, or if the area code matches the local area code, it is not dialed. Only area codes out of the local area are dialed.

Note: To automatically dial a number, you must previously have defined the Voice Dialing sequence in the TELECOM application. See the TELECOM chapter for details.

Phone Functions

The PHONE functions display at the bottom of the screen. To use a function, hold down **CLEAR**, and press the number for the desired function. Special PHONE functions are:

FIND Use FIND to search for a specific phone number. Press **CLEAR** **1** from anywhere on the screen to move the marker to the FIND line. Type the characters for which you wish to search, and press **CLEAR** **0**. (No distinction is made between uppercase and lowercase.) If any matching characters in a reference or name field are found, the marker moves to the matching phone line. Press **CLEAR** **0** again for the next occurrence.

CALL Press **CLEAR** **1** to CALL (dial) the telephone number under the marker. If you do not have an automatic dialing modem, or if the number is invalid, the request is ignored. Any PREFIX codes entered and selected (using **CLEAR** **2**, **3**, or **4**) are dialed, in 1, 2, 3 order. The area code is dialed if it is different from ACODE.

Wait a few seconds for dialing to complete, then pick up the phone receiver. (Rotary phones make clicking sounds as they are dialing.) Refer to your modem instruction manual for more information.

PREFIX1 Press **CLEAR** **2** to select PREFIX1 for automatic dialing. (Press **CLEAR** **2** again if you don't want PREFIX1 dialed.)

1 OVERVIEW

- PREFIX2 Press **CLEAR** (3) to select PREFIX2 for automatic dialing. (Press **CLEAR** (3) again if you don't want PREFIX2 dialed.)
- PREFIX3 Press **CLEAR** (4) to select PREFIX3 for automatic dialing. (Press **CLEAR** (4) if you don't want PREFIX3 dialed.)
- SORT Press **CLEAR** (5) to sort all phone entries in alphabetical order, by name.
- PRINT Press **CLEAR** (6) to print the phone list.
- DELETE Press **CLEAR** (8) to delete the phone entry line under the marker.
- ADD Press **CLEAR** (9) to display a blank entry line at the current marker location for adding a new phone number. Add new phone number lines the same way you first enter numbers into the file.

Press **F3** to exit PHONE and continue with the current application.

Screen

Use SCREEN to print the current screen. First check the PRINTER settings (as explained in the next paragraph) and make sure the Printed Line Width is set to 80. Press **CLEAR** (4) at the subfunctions to print a copy of everything currently on the screen. After the screen prints, the application or Main Menu screen reappears.

Printer

Use PRINTER to set up your printer for all DeskMate PRINT functions. Press **CLEAR** **5** at the subfunctions. The screen displays the current printer settings. Enter new values for each, or press **ENTER** to use the current value, as follows:

Left Margin: 0

Enter the number of spaces you want from the left edge of the paper to the left margin (the column in which to begin printing).

Printed Line Width: 70

Enter the number of characters that you want to print on one line of your paper, up to the column width of your printer. For example, although an 8½" page is 85 characters wide (10 characters per inch), many printers can print only 80 columns. Therefore, on an 80 column printer, 80 is the maximum line width.

Total Lines per Page: 66

Enter the length, in print lines, of the paper. Standard paper is 11" long; normal line spacing produces 6 lines per inch. Therefore, an 11" long paper has 66 lines per page.

Printed Lines per Page: 60

Enter the maximum number of lines to print on a page. The standard is 60, which leaves 6 lines available for top and bottom margins (66 total lines - 60 printed lines). Adjust the paper in the printer to produce the correct top and bottom margins. For example, align the paper at the fourth line down from the top edge in order to leave top and bottom margins of 3 lines each.

Pause between Pages (Y/N): Y

Press **ENTER** to default to Y for single-sheet forms (pause after each page to insert another sheet of paper). Enter N for continuous forms.

After the last prompt, the application or Main Menu screen reappears.

Date

Use DATE to change the system date and time. Press **CLEAR** **6** at the subfunctions. On the date and time line, type the new date (for example, 092284 for September 22, 1984), then the new time (for example, 0245p for 2:45 p.m.), and press **ENTER**.

Note that if you change the date using the DATE subfunction while at the Main Menu, the monthly calendar does not change until you use an application, then return to the Main Menu. To properly update the monthly calendar, change the date with the DATE function on the Main Menu.

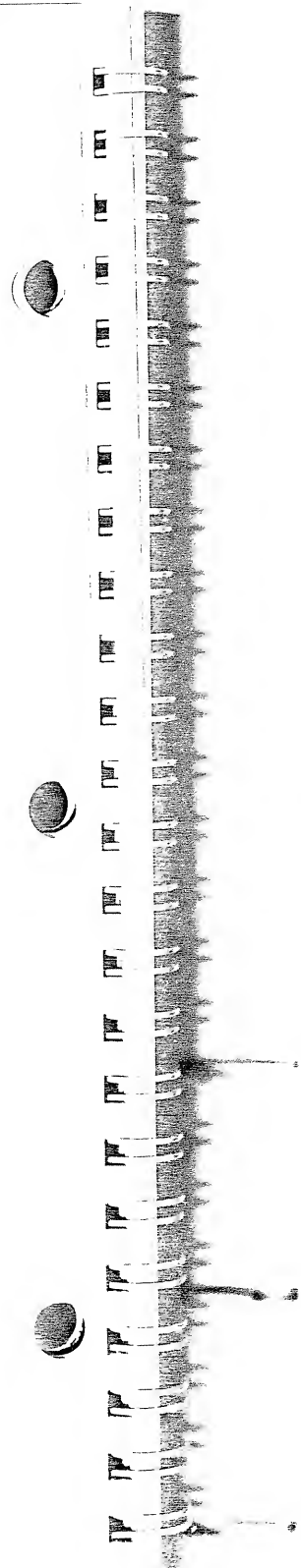
Alarm On/Off

Use ALARM ON/OFF to switch on and off the alarm. Note that this subfunction is not the same as ALARM (Subfunction 1), in which you display the last and next ALARM event. Also note that you enter events in the ALARM function on the Main Menu, and you **cannot** turn on or off the alarm while in the ALARM function.

ALARM ON/OFF must be ON in order for the alarm to sound. When the ALARM is OFF, no signal of ALARM events is given.

Press **CLEAR** **7** at the subfunctions to change the ALARM status. An asterisk appears next to the date and time on the Main Menu and application screens to indicate that the alarm is on.

9



MAIN MENU OVERVIEW

The Main Menu provides access to the applications. In addition, the Main Menu provides functions for making certain system changes (DATE, NAME, SELECT, COPY, DELETE, SWAP), displaying information (FREE), assigning a PASSWORD, and accessing the ALARM and HOST functions.

Help Screens

The Main Menu HELP screens contain brief summaries of the functions and ways to use them. When the Main Menu is displayed, press **(F2)** for the subfunctions. Then, press **CLEAR (0)**. After the first HELP screen displays, press **(ENTER)** for the second screen. **(F3)** returns to the Main Menu.

MAIN MENU FUNCTIONS

Press **CLEAR** and the appropriate function number to use a Main Menu function, as follows:

Date

Use DATE to change the system date and/or time. Press **CLEAR** **0** to display a date and time line. Type the new date, the new time, including **a** or **p** for a.m. or p.m., then press **ENTER**.

Name

Use NAME to change the name of a data file. With the marker on the data file you want to change, press **CLEAR** **1**. The screen shows:

Enter NEW Filename: *oldfile*

Type the new filename, and press **ENTER**.

If you do not have the marker on a data file, first enter the name of the data file you want to rename at the Enter OLD Filename prompt. Then, enter the NEW filename.

Free

Press **CLEAR** **2** to display the amount of FREE space (in bytes) on the Data diskette. (SWAP defines which drive contains the Data diskette.) Press any key to continue.

Alarm

Press **CLEAR** **(3)** to display the ALARM function. ALARM lets you enter and set a timer for events of which you wish to be reminded. When the ALARM is turned ON (Subfunction 7 — press **F2** to access the subfunctions), it “beeps” three times to signal the occurrence of an event. The alarm sounds regardless of the application you are using. You may also, at any time, display the last and next alarm events (Subfunction 1). You may merge CALENDAR events into the ALARM file, or add events directly to it. ALARM events display in Events for Today on the Main Menu.

Help Screens

The two ALARM HELP screens contain brief summaries of the functions and ways to use them. Within the ALARM function, press **F2** for the subfunctions. Then, press **CLEAR** **(0)**. After the first HELP screen displays, press **ENTER** for the second screen. **F3** returns to the ALARM screen.

Adding Events

ALARM is always in the edit (overstrike) mode; each character replaces the character at the current marker position. Blank entry lines display when you open the ALARM file for the first time. Add an event simply by entering the appropriate data for each line.

After an ALARM file contains events, the screen displays the events, beginning with the current date, each time you open the file. To add an event to the ALARM file, use the ADD function (**CLEAR** **(9)**). Enter event data as follows:

Enter the time at which you want to be reminded of the event (REMIND@ time) in 12-hour, 00:00x format. For example, type 1130a **ENTER** to set the ALARM at 30 minutes before noon.

Note: Remember that setting the REMIND@ time **does not** turn on the alarm. Turn on the alarm using ALARM ON/OFF.

Enter the DATE of the event in mm/dd/yyyy format. For example, type 10/22/1984 **ENTER** for October 22, 1984.

2 MAIN MENU

Enter the time at which the event **BEGINs** in 12-hour, 00:00x format. For example, type **1200p** **(ENTER)** for noon.

Enter the time (12-hour) at which the event **ENDs** in 00:00x format. For example, type **0130p** **(ENTER)** for half past one.

Enter a **DESCRIPTION** of up to 44 characters for the event. (No uppercase/lowercase distinctions are made in searches for events. **MEETING** and **meeting** are equal.)

After you enter the description, the events automatically sort in **DATE/TIME** order (regardless of the order in which they are added).

Arrow Keys

Up to twenty event lines may display on the screen at one time. After you complete the twentieth line, the screen "scrolls," or moves up line by line, so that you may continue. To see a line after it has scrolled off the screen, press **(↑)** until the line appears. Press **(↓)** to return to the line you were typing or editing.

Use the arrow keys to move the marker a character or line at a time. Pressing **(SHIFT)** or **(CLEAR)** along with the arrow keys moves the marker more rapidly. See Table 3.

Key	by itself	with (SHIFT) moves the marker:	with (CLEAR)
(→)	one character to the right	to the beginning of the first field to the right	Not used
(←)	one character to the left	to the beginning of the first field to the left	Not used
(↑)	one line up in the current column	to the first event line on the screen	to the beginning of the file
(↓)	one line down in the current column	to the last event line on the screen	to the end of the file

Table 3. ALARM Marker Movement Keys

Deleting Events

To delete a block of events, select the first event in the block by pressing **(CLEAR) (6)**. Position the marker on the last event in the block, then press **(CLEAR) (8)**. The highlighted (selected) text block is deleted. If no events are selected, **(CLEAR) (8)** deletes the event under the marker.

Old events, those for which the date and time have already passed, are automatically deleted in order to maintain efficiency in the ALARM file. (You must manually delete the Sample Session data.)

Alarm Functions

The ALARM functions display at the bottom of the screen. To use a function, hold down the **(CLEAR)** key, and press the number for the desired function.

MERGE Press **(CLEAR) (5)** to MERGE a specific CALENDAR file into the ALARM file. The following prompt appears:

Merge from:

Enter the name of the CALENDAR file to merge into this file. The filename and Merging files appears. After the merge is completed, copies of all events in the specified CALENDAR file appear in the ALARM file. The REMIND(α) time is set to 30 minutes prior to the BEGIN time for each event.

SELECT Use SELECT to define an event or a block of events in order to perform some other operation on it. Place the marker on the first event line for inclusion in the block, and press **(CLEAR) (6)**. Use the arrow keys to place the marker over the last event for the block. All selected events are highlighted as you move the marker.

After you select the events, COPY or DELETE them, as appropriate. Press **(BREAK)** if you decide not to use the selected events. If you use any other function or exit ALARM before you COPY or DELETE, the events are unselected.

2 MAIN MENU

- COPY** Press **CLEAR** (7) to duplicate a selected event block in a document (TEXT application) file on diskette. Press **CLEAR** (7) again. Copy to: appears.
- Enter the name of the diskette file in which you wish to store the contents of the copy buffer (the selected events). The events are appended to the document file.
- DELETE** Press **CLEAR** (8) to delete all selected events. The events are immediately deleted. If no events are selected, **CLEAR** (8) deletes the event line under the marker.
- ADD** Press **CLEAR** (9) to display a blank line for adding a new event. Type the data (REMIND@ time, DATE, BEGIN and END times, and DESCRIPTION) for the event you wish to add; press **ENTER** after completing each field.

Host

HOST allows communication between your computer, as Host, and another computer, such as the Model 100, as a terminal. At the remote site, you can receive a file from the host DeskMate, create a file and send it to the host, and create and read messages in DeskMate MAIL files.

Depending on the capabilities of the remote terminal, you may be able to perform more sophisticated operations. Refer to your terminal's operating instructions. If your remote site is another DeskMate, you can perform any of the operations available in TELECOM while in the Host mode. (See "TELECOM" for more information.)

Setting the Modem Status and Switches

Before you use HOST, set the communication parameters on the Status screen in the TELECOM application. Also define the Answer Mode (SELECT on the Status screen, then ANSWER) in TELECOM. Refer to the TELECOM chapter for details.

2 MAIN MENU

Generally speaking, at the host, modem switches should be set as follows: POWER ON, ANSWER, AUTO (auto-dial), and TEST OFF. Refer to the more specific instructions for modem definition in Appendix B.

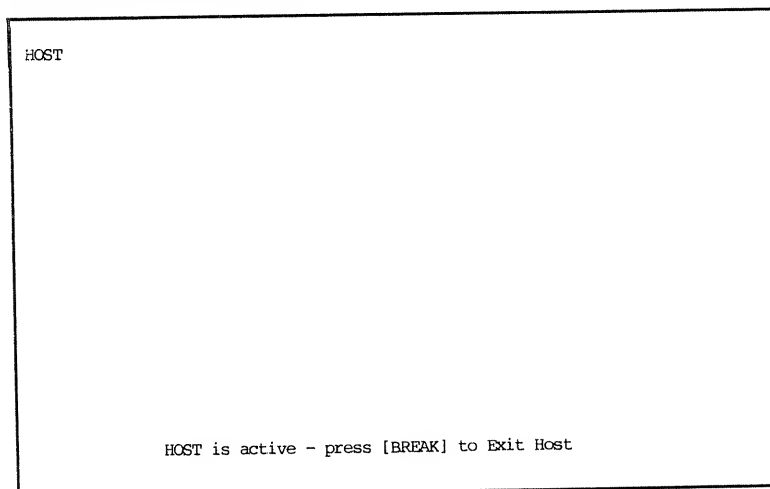
Local Operation

After the host modem is properly connected and set and the communication parameters are set, press **CLEAR** **(4)** to enter the Host mode from the Main Menu. The screen shows:

Do you want security?

In the normal Host mode, all remote activity echoes (displays) on the DeskMate screen. You may also use HOST in a security mode, in which none of the remote activity echoes to the host. (To exit the Host security mode, you must enter the system password, if one exists.)

Press **(N)** for normal Host mode or **(Y)** for the security HOST mode. The HOST screen displays:



Press **(ENTER)** twice to establish communication between your remote terminal and the host, DeskMate.

DeskMate is now ready for access by the remote site. No other local activity is allowed in HOST.

2 MAIN MENU

To exit HOST at DeskMate, press **(BREAK)**. If a system password exists and HOST is in the security mode, enter the password. (Note that the password never echoes to the screen.) The Main Menu returns.

Remote Site Setup

Properly connect the modem at the remote site. Next, set the remote site modem status and communication parameters, using the remote's Terminal software and/or modem switches. Generally, at the remote site, all modem settings and parameters should be the same as at the host, except for the modem's ORIGINATE/ANSWER switch. Set this switch to ORIGINATE at the remote site.

Example:

For a Model 100, using the built-in modem, the settings are:

BAUD RATE	= M (built-in modem)
WORD LENGTH	= 8
PARITY	= N (none)
STOP BIT	= 1
LINE STATUS	= D (disable — XOFF)
PULSE RATE	= 10pps

Follow the instructions for the remote site's Terminal software and modem. Also, refer to the more specific instructions for modem definition in Appendix B.

Remote Site Operation

Enter the interactive terminal mode, or display the proper screen for connecting with a host computer. Dial (or auto-dial, if so equipped) the number of the telephone line to which the host (DeskMate) is connected.

Example:

For a Model 100, at the Model 100 TELECOM Entry screen, FIND (or type) the number, then CALL it.

Press **(ENTER)** twice to establish communication between your remote terminal and the host, DeskMate.

2 MAIN MENU

Note: **ENTER** in the previous paragraph refers to a carriage return. Some terminals use another label for this key, such as **RETURN** or **CR**. For the sake of simplicity, however, we use **ENTER** to refer to the carriage return key on both the DeskMate and the remote terminal.

If a DeskMate password exists, **PASSWORD:** appears on the remote screen (and echoes to the host if not in security mode). Type the DeskMate password, and press **ENTER**. (For security, the password you type does not echo at either site.) If, in three tries, you do not enter the correct password, Host disconnects the remote site. After the password is correctly entered, the DeskMate Remote Menu appears:

DESKMATE REMOTE MENU

- 1) DIRECTORY OF FILES
 - 2) RECEIVE FILE FROM HOST
 - 3) SEND FILE TO HOST
 - 4) READ MAIL
 - 5) SEND MAIL
 - 6) DISCONNECT FROM HOST
- SELECT MENU OPTION >

Type the appropriate menu number, and press **ENTER** to use a remote function. To redisplay the Remote Menu at any time, from any function, press **CTRL C**. Press **CTRL S** to pause during any remote function; press **CTRL Q** to resume operation. The remote functions are:

DIRECTORY OF FILES

Select Option 1 to display a Directory Menu of the DeskMate file types available:

DIRECTORY MENU

- | | |
|-------------|--------------|
| 1) MAIL | 5) WORKSHEET |
| 2) CALENDAR | 6) AUTOLOG |
| 3) TEXT | 7) ALL |
| 4) FILER | |

SELECT MENU OPTION >

2 MAIN MENU

Enter the appropriate number to display a list of all the DeskMate files for a particular application. (AUTOLOG displays the automatic logon files created in TELECOM.) The filenames display across the screen.

Option 7 displays all files in the DeskMate, by application, in the same order in which they are listed on the Directory Menu.

The applications to which the files correspond are identified by the filename extensions: MAIL is /MSG, CALENDAR is /CAL, TEXT is /DOC, FILER is /FIL, WORKSHEET is /WKS, and AUTOLOG is /LOG.

After displaying the files, press **CTRL C** to redisplay the DeskMate Remote Menu.

RECEIVE FILE FROM HOST

Select Option 2 to receive a DeskMate file at the remote site. The screen shows:

RECEIVE FROM WHICH HOST FILE ?
>

Enter the filename exactly as it appears in the DeskMate Directory, including the proper filename extension. (If you do not enter an extension, /DOC is assumed.) The contents of the file display on the remote screen. The file displays one line at a time if you are not using automatic line feed at the remote terminal.

Receive File From Host is generally used in conjunction with a printer or RAM buffer option at the remote terminal. Toggle the printer or open the RAM buffer before receiving the file. Consult your terminal's operating instructions for specific information.

CTRL S pauses receiving/displaying of a file at any time; **CTRL Q** continues.

2 MAIN MENU

If your terminal software supports it, you may edit a file saved into the RAM buffer and send it back to the DeskMate, using the SEND FILE function. Note that you **must** choose a different name than the original for the edited file.

SEND FILE TO HOST

Select Option 3 to send a file from the remote to the DeskMate. The screen shows:

SEND TO WHAT HOST FILE ?
>

Enter a filename for the file you are sending, including the proper filename extension. (If you do not enter an extension, /DOC is assumed.) The filename **must not** match any existing filename in DeskMate.

CTRL **S** pauses sending/displaying of a file at any time; **CTRL** **Q** continues.

READ MAIL

Select Option 4 to read a DeskMate message at the remote site. The screen shows:

READ FROM WHICH MAIL FILE ?
>

Enter the name of the MAIL file from which you want to read messages. You do not have to enter the /MSG extension. (For example, enter **MESSAGES** to read mail from the default file.)

Information for the first message in the file you specified displays. For example, if **MESSAGES** was specified:

FROM: LAURA
DATE: 02/23/85 10:30am
DESCRIPTION: FANTASTIC NEWS!
(R)EAD OR (N)EXT

2 MAIN MENU

SEND MAIL

Press **(R)** to read the message, or **(N)** to display the next message in the specified file. After you display a message, press **(N)** to go to the next message. NO MORE MESSAGES displays after the last message in the file. Press **(CTRL) (C)** to return to the DeskMate Remote Menu.

Select Option 5 to send a message to the DeskMate from the remote site. The screen shows:

SEND MAIL TO WHICH MAIL FILE ?
>

Enter the name of the MAIL file to which you want to send a message. You do not have to enter the / MSG extension. (For example, enter **MESSAGES** to send mail to the default file.)

The current date and time displays. Then the screen shows:

FROM ? >

Enter your name (up to 8 characters). The screen shows:

DESCRIPTION ? >

Enter a description for the message (up to 32 characters). The screen shows:

ENTER TEXT, TYPE CONTROL C TO END

Type the message, using a carriage return to start a new line as necessary. Backspace is the only editing feature available in message creation. Press **(CTRL) (C)** to end the message and send it to the DeskMate. The DeskMate Remote Menu displays.

DISCONNECT FROM HOST

Use Option 6 to disconnect communication between the remote site and the host (DeskMate). The screen shows:

DISCONNECTED BY HOST

Press **(BREAK)** at the HOST screen in DeskMate after disconnecting communication from the remote site. DeskMate returns to the Main Menu.

Passwd

Press **(CLEAR) (5)** to assign a password for restricting access to DeskMate on initial entry into the system and on exiting the HOST security mode. The screen shows:

Enter New Password:

Type a password of up to 8 characters. A valid password begins with a letter and contains no punctuation or blanks. Press **(ENTER)**. The Main Menu appears.

Select

Use SELECT to define more than one data file for deletion. Position the marker on the first file you want to select. Press **(CLEAR) (6)**. Now use the **(↓)** to position the marker on the last file for selection (in the same application column), and DELETE the files.

Copy

Press **CLEAR** **7** to duplicate a selected data file on diskette. The screen shows:

FROM: *filename* TO:

Enter a filename for the new file.

Delete

Press **CLEAR** **8** to delete all selected files from the DeskMate diskette.

If no files are selected, Enter filename to Delete: *filename* appears. Enter a filename, or press **ENTER** to delete the file currently under the marker.

Swap

Press **CLEAR** **9** to change, or swap, data diskettes. Also use SWAP to designate a drive other than Drive 1 on which to store data files. Enter the number of the diskette drive for the swap. Change diskettes, if applicable, then press any key to continue.

TEXT OVERVIEW

The TEXT application is an easy-to-use, yet powerful text entry and editing program. Use TEXT to prepare letters, articles, and reports. TEXT replaces your notepad and typewriter, providing an easy way to type your notes and documents, using powerful editing features.

You can search for or search for and replace a word or phrase in your document, rearrange, delete, and insert text, and change the format of your document. You can also print documents, combine documents, and save all or a portion of a document to diskette.

Help Screens

The two TEXT HELP screens contain brief summaries of the functions and ways to use them. Within the TEXT application, press **(F2)** for the subfunctions. Then, press **(CLEAR) (0)**. After the first HELP screen displays, press **(ENTER)** for the second screen. **(F3)** returns to the TEXT screen.

USING TEXT

To open an existing document file, position the marker over the filename, and press **(ENTER)**. The first entry/edit screen for that document displays. Begin editing the document.

To create a new document file, place the marker over Text and press **(ENTER)**. A blank entry/edit screen for a new document file displays. Begin typing the document. A blank entry/edit screen for a new document file displays. Begin typing the document.

Typing and Editing a Document

Whether you are creating a new document or editing an existing one, TEXT begins in the ADD (insertion) mode. Everything you type is inserted at the current marker position, and any text following the marker is shifted to the right one space for every character inserted.

The first 22 lines of the TEXT edit screen are for typing and editing your document. (The TEXT functions display on the last two lines.) After you complete the twenty-second line, the screen "scrolls," or moves up line by line, to let you continue. To see a line after it has scrolled off the screen, press **(↑)** until the line appears. Press **(↓)** to return to the last line you were typing or editing.

Defining and Manipulating Blocks of Text

TEXT allows you to define sections, or blocks, of text in a document so that you can duplicate (COPY), DELETE, and move (INSERT) text within your document.

3 TEXT

To define a text block, place the marker on the first character for the block, then press **CLEAR** (6). Move the marker to the last character for the block, or press **CLEAR** (0), and enter a search string to define everything from the current marker position to that string. All highlighted text is selected. Immediately COPY or DELETE the text. If you choose any other function or exit the document before you manipulate the text, the block is unselected.

To INSERT text elsewhere in your document: First, select a block, then press **CLEAR** (7) to COPY it to the copy buffer. A duplicate of the text block is made. Position the marker wherever you want to INSERT the text, and press **CLEAR** (9). The text block is inserted.

To DELETE text from your document: First, select a block, then press **CLEAR** (8). The text block is deleted.

To move text from one place to another in your document: First, select a block, then press **CLEAR** (7) to COPY it to the copy buffer. Position the marker where you want to INSERT the text, and press **CLEAR** (9). Next, use the deletion instructions above to delete the selected block from its original location.

See "TEXT FUNCTIONS" for more information.

Arrow Keys

Use the arrow keys to move the marker a character or line at a time. Pressing **(SHIFT)** or **(CLEAR)** along with the arrow keys moves the marker more rapidly. Refer to Table 4 for exact marker movement.

Key	by itself	with (SHIFT) moves the marker:	with (CLEAR)
(→)	one character to the right	to the right margin of the current line	Not used
(←)	one character to the left	to the left margin of the current line	Not used
(↑)	one line up in the current column	to the top of the screen in the current column, or the top of the previous screen if already at the top	to the beginning of the document
(↓)	one line down in the current column	to the bottom of the screen in the current column, or the bottom of the next screen if already at the bottom	to the end of the document

Table 4. TEXT Marker Movement Keys.

Printing a Document

You can print a single screen or all of a TEXT document. To print an entire document, use the PRINT function in TEXT. (See "TEXT FUNCTIONS — Print.")

Use the SCREEN subfunction to print everything currently on the screen except the label lines. Use the FIND function or the arrow keys to display the text you want to print.

TEXT FUNCTIONS

When a document is opened (created or opened for editing), the first page of that document is displayed. The functions available are displayed at the bottom of the screen.

Use these functions to manipulate the text within your document and from document to document. To use a function, hold down the **CLEAR** key, and press the number for the desired function.

Find

Press **CLEAR** **0** to search for and FIND a string of up to 40 characters. The following prompt appears:

Search string:

If you previously searched for a string, that string also appears. Type the string you want, and press **ENTER**. If the string is found, the line containing the string displays at the top of the screen. To find the next occurrence of the string, press **CLEAR** **0** again, then press **ENTER** to use the same search string.

Note: Uppercase and lowercase differences are ignored in search strings.

Print

Press **CLEAR** **1** to PRINT the entire document. Make sure your printer is ready, and that the printer settings are correct in the PRINTER subfunction (**F2**, then **CLEAR** **5**). To stop printing, hold down the **BREAK** key until the printer stops.

Add/Replace

Press **CLEAR** **2** to toggle TEXT between the ADD and REPLACE modes. ADD (insertion) is the default mode. Everything you type is inserted (added) at the current marker position, and any text following the marker is shifted to the right one space for every character inserted.

In REPLACE (overstrike) mode, each character you type overstrikes (replaces) the character under the marker. The text is not moved. Note that you cannot replace a carriage return. You must skip over a carriage return when in this mode, toggle to ADD mode and insert characters in front of it, and/or use DELETE to remove it.

Format

You can format the screen to any width you choose. For example, you may want to use the same width as your printed document so that you can see how it will look when printed. The maximum screen width is 79 characters.

Press **CLEAR** **3** to specify the screen FORMAT you want to use for your document. The following prompt appears:

Line width = 70 new value:

Enter the number of characters you want to appear across each line on the screen.

Merge

Press **CLEAR** **4** to MERGE (combine) a copy of another document with this document. The following prompt appears:

Enter merge filename:

Enter the name of the document file that you want to MERGE into your document. The length of the document file is checked and, if there is enough room, it is copied into the document at the current marker position.

If there is not enough room in your document for the entire MERGE document file, the merge is canceled, and the screen shows:

Not enough memory

Press **(ENTER)** to continue.

Save

Press **(CLEAR) (5)** to SAVE a copy of this document to a diskette file. The following prompt appears:

Enter save filename:

Enter the name of the file to which you wish to SAVE this document. Use standard file name format (*filename.ext:d*). If you do not enter a filename, the document name is used, and the file is saved onto Drive 1 or the drive you specified in the Main Menu SWAP function.

Select

Use SELECT to define a word or block of text in order to perform some other operation on it. Position the marker on the first character you want to select, and press **(CLEAR) (6)**. Then, use the arrow keys to place the marker over the last character for the block, or press **(CLEAR) (0)**, and enter a search string to select everything from the current marker position to that string. All highlighted text between the first and current marker positions is selected.

After you select your text, COPY or DELETE it, as appropriate. Press **(BREAK)** if you decide not to use the text you have selected. If you use any other operation or exit the TEXT function before you COPY or DELETE, the text is unselected.

You can use the FIND function to display text for selecting. Use FIND to search for the first character, word, or string you want to include in your text block. Then select the block as usual.

Copy

Press **CLEAR** **7** to place all selected text in the copy buffer. COPY does not delete the text, but merely makes a duplicate of it, which you can INSERT somewhere else in your document or COPY to a diskette file. COPY can also save all or part of a document file to diskette or duplicate a diskette file and copy it to this document.

To INSERT copy buffer text at another location: First select a text block, then move the marker to the appropriate position, and press **CLEAR** **9**. The text is inserted at that position.

To COPY text to or from a diskette file, press **CLEAR** **7** again. (When copying from a diskette file, do not select text before you use COPY.) The following prompt appears:

From: To:

Enter the name of the diskette file from which you wish to COPY text into this document. The file is inserted at the current marker position.

To copy the text currently in the copy buffer, press **ENTER** to move to the To: prompt. Enter the name of the diskette file to which you wish to copy the text. The text is appended to that file.

If there is not enough room in your document for the entire COPY document file, the copy is canceled, and the screen shows:

Not enough memory

Press **ENTER** to continue.

Delete

Press **CLEAR** **(8)** to DELETE all selected text. The text is immediately deleted. If no text is selected, the character under the marker is deleted.

Insert

Press **CLEAR** **(9)** to INSERT the contents of the copy buffer at the current marker position.

If there is not enough room in your document for the entire INSERT document file, the copy is canceled, and the screen shows:

Not enough memory

Press **ENTER** to continue.

Exchange

Press **CLEAR** **(E)** to search for a string and replace it with another string. The screen shows:

Search string:

Enter the string you wish to replace. The screen shows:

Replacement string:

Enter the string you wish to exchange for the search string. The first occurrence of the string is found. The screen shows:

Replace? (Y/N)

Press **(Y)** to replace this, and each successive occurrence of the string. Press **(N)** to skip those that you do not wish to replace with the new string. Press **BREAK** at any time to cancel any further exchanges.

WORKSHEET OVERVIEW

WORKSHEET performs mathematical operations on data in rows and columns. This "worksheet" concept lets you easily perform complex calculations for budgeting, forecasting, statistical analysis, engineering, and many other previously tedious tasks.

In addition to the calculations, you can also search for data (FIND), enter TEXT, use a specific data FORMAT, change column width (FORMAT), copy the current worksheet file to diskette or memory, or copy a file from diskette or memory to the current worksheet (MERGE, COPY), and DELETE or INSERT rows, columns, and worksheet data. You may also print all or part of a worksheet.

Help Screens

The five WORKSHEET HELP screens contain brief summaries of the functions and ways to use them. Within the WORKSHEET application, press (F2) for the subfunctions. Then, press (CLEAR) (0). After the first HELP screen displays, press (ENTER) for the second screen. (F3) returns to the worksheet.

The third HELP screen is for the FIND function. Press (CLEAR) (0) for FIND, then (F2) for the subfunctions. Next, press (CLEAR) (0) for FIND HELP. (F3) returns to the worksheet.

The fourth HELP screen is for the FORMULA function. Press (CLEAR) (2) for FORMULA, then (F2) for the subfunctions. Next, press (CLEAR) (0) for FORMULA HELP. (F3) returns to the worksheet.

The last HELP screen is for the FORMAT function. Press (CLEAR) (4) for FORMAT, then (F2) for the subfunctions. Next, press (CLEAR) (0) for FORMAT HELP. (F3) returns to the worksheet.

THE WORKSHEET

To open an existing worksheet file, position the marker over the filename, and press **(ENTER)**. The first worksheet screen for that file displays.

To create a new worksheet file, place the marker over Worksheet, and press **(ENTER)**. An empty worksheet screen displays for a new file.

WORKSHEET	[TABLE]]							
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

Select Command:

R 1CL

[0] [1] [2] [3] [4] [5] [6] [7] [8] [9]

FIND CALC FORMULA TEXT FORMAT MERGE SELECT COPY DELETE INSERT

Free Memory 5445

Row numbers appear down the left side of the screen, in the Row Label area. Column numbers appear across the top of the screen (Column Label area). The default width for all columns is ten characters.

Seventeen rows and seven columns (more or less, according to the width you set) display on the screen at one time. This is the "window" concept; a portion of the worksheet is extracted for viewing or editing. There are up to 99 rows and columns available in each worksheet. Use the arrow keys or the FIND function to move from window to window in the worksheet.

Each intersection of a row and a column is a "cell." You enter, calculate, and manipulate text, formulas, and numbers, using cells. The solid rectangular box (highlighted area) is the entry marker. Use the entry marker to mark a cell in which you wish to enter data.

4 WORKSHEET

The data entry line, command line, and cell status line appear near the bottom of the screen.

#

Select Command:

R 1C 1 xxxxxx

Free Memory xxxx

The marker marks the data entry line. Add data to the worksheet by positioning the entry marker on the correct cell and entering the data on this line.

Next is the command line, which either prompts you to select a command (function) or to perform some action for the function you are currently using. Error messages and warnings also display on this line.

The next line, cell status, shows the cell currently highlighted by the entry marker (R 1C 1). The formula or cell text contained in that cell displays to the right of the cell number. Number displays if it is a numeric cell. The amount of Free Memory displays at the end of this line.

The WORKSHEET functions display on the last two lines.

Arrow Keys

Use the arrow keys to move the entry marker from cell to cell and to the Row and Column Labels. The arrow keys move the marker a cell at a time, in the direction of the arrow. Press **SHIFT** or **CLEAR** along with an arrow key to move the marker more rapidly. See Table 5.





Key	by itself	with SHIFT moves the marker:	with CLEAR
	one cell (or Column Label) to the right	to the last column on the screen, or to the last column on the next screen if the entry marker is in the last column	to Column 99 in the current row
	one cell (or Column Label) to the left	to the first column on the screen, or to the first column on the previous screen if the entry marker is in the first column	to Column 1, or to the Row Label if entry marker is in Column 1
	one cell (or Row Label) up	to the first row on the screen, or to the first row on the entry marker is in the first row	to Row 1, or to the Column Label if the marker is in Row 1
	one cell (or Row Label) down	to the last row on the screen, or to the last row on the next screen if the entry marker is in the last row	to Row 99 in the current column

Table 5. WORKSHEET Marker Movement Keys.

Setting Up a Worksheet

When you create a WORKSHEET file, a blank worksheet is shown. Determine the information you want to display and calculate, noting the format and length of your headings and numeric data. The column width defaults to ten characters (9999999.99).

No setup procedures are necessary if you use the default column width. You may begin entering your worksheet data right away. You may, however, tailor the worksheet more specifically to your needs, using FORMAT.

To change the column width, press **CLEAR** **(I)** while the entry marker is in Row 1. The marker moves up into the Column Label area. Move the marker onto a column you want to change. To change all columns to the same width, move the entry marker to the column Label area, and press **CLEAR** **(4)** for FORMAT. The following message appears on the command line:

Change column width. Specify {ALL,Width}, {Col. no.,Width}, {Width}

Type **ALL**, and the new width to change the width of all columns, 1-99 (for example, **ALL,12** **(ENTER)**). Type a column number, a comma, and the new width to change the width of a specific column (for example, **C5,12** **(ENTER)**). Type only the new width to change the width of the current column (for example, **12** **(ENTER)**).

Adding Data to a Worksheet

After you set up the column widths, you are ready to add data to your worksheet. There are four types of data you can enter: numeric data, formulas, cell text, and block TEXT.

4 WORKSHEET

To add numeric data to a cell, position the entry marker on the cell, and type the data. (The program uses the default of seven digits, a decimal, and two decimal places, but you can change the data to almost any numeric format.) As you type, the data appears both in the cell and on the data entry line. Press **(ENTER)** or an arrow key after you complete the cell.

You may add a formula to a single cell or all selected cells. To enter a formula into a cell, position the entry marker on that cell. Press **(CLEAR) (2)** to mark the cell for FORMULA entry, then enter the formula on the data entry line. After you enter the formula, it appears on the cell status line.

To enter a formula into several cells, select the cells, using **(CLEAR) (6)**. Next, mark them for FORMULA entry, then enter the formula.

Add cell text (row and column headings, and so forth) as you would numeric data. If you want to use a heading consisting entirely of numbers, type one or more spaces in the cell to mark it as non-numeric.

You may also select a block of cells in which to enter text. When you do this, the text is not bound by each individual cell but by the selected block as a whole. Press **(CLEAR) (3)** to mark the selected area as a TEXT block, and enter text into it. Press **(BREAK)** to leave the TEXT mode.

See "WORKSHEET FUNCTIONS" for more information on FORMAT, SELECT, FORMULA, and TEXT.

Performing Calculations

WORKSHEET calculates data according to cell contents, from left to right and top to bottom. You calculate two or more cells in a row or column. For example, consider the following worksheet:

[1]	[2]	[3]	[4]	[5]
1 DESCRIPTION	July	August	Septem	Average
2	Expend	Expend	Expend	Expend
3 Total Expend	500.00	300.00	250.00	
4 Less: Pers Exp	100.00	0.00	50.00	
5	-----	-----	-----	-----
6 Total Expend				

Cells 3,5 and 4,5 use AVG to find the average (mean) values of Rows 3 and 4. The formula is AVG (C2) for each of these two cells. (Average all numeric cells in the current row from the specified to the current column.) Any non-numeric data is skipped.

Cells 6,2, 6,3, 6,4, and 6,5 use an arithmetic operator (-) to find the difference of Rows 3 and 4. Because each of these four cells uses the same formula, R3-R4, first select the cells, then enter the formula on the data entry line.

Note that you can also select the cells, then enter **R3C2-R4C2** as the formula. When WORKSHEET enters a formula into selected cells, it adjusts for the appropriate row or column. (The formula would appear as R3C3-R4C3 in Cell 6,3, R3C4-R4C4 in Cell 6,4, and so forth.)

After you complete the entries to calculate and the formulas to use in calculations, simply press **(CLEAR) 1** to CALCULATE the entire worksheet. A result displays in every cell in which you entered a formula.

If a calculated result is a smaller or larger number than WORKSHEET can display or if you attempt to divide a number by zero, an error message displays. *UNRFLO* displays for an underflow error; *OVRFLO*, for an overflow error; and *DIVBY0*, for a division by zero error.

WORKSHEET FUNCTIONS

The WORKSHEET functions display at the bottom of the screen. To use a function, hold down the **(CLEAR)** key, and press the number for the desired function.

Find

Press **(CLEAR)** **(0)** to search for and FIND a specific text string or a specific cell. The following prompt appears:

Specify string or RxxCyy:

Enter the cell text you want to FIND. The text must match the cell text **exactly**. If the string is found in one of the worksheet cells, the window containing that cell displays. The entry marker appears on the cell.

When searching for a specific cell, only a valid cell number is allowed. Type **R** or **C**, the row or column number, a comma, then **C** or **R**, and the column or row number. The window containing that cell displays. The entry marker appears on the cell.

Note that you cannot search for a string entered using the TEXT function. FIND searches for data by cell and therefore disregards TEXT, since it is not cell oriented. Note also that you cannot search for a formula.

Calc

Press **(CLEAR)** **(1)** to CALCULATE the worksheet you set up. Also use this to recalculate a worksheet in which you make changes. Results of the calculation display in the cells in which formulas were entered.

If a cell contains a reference to another cell that is not yet calculated (to a cell to the right and/or below it), it creates a reference error.

Cells which contain a reference error are left blank. After the referred-to cell is calculated you may obtain the correct calculation by pressing **CLEAR** **1** a second time.

After you save a calculated worksheet, there is no need to recalculate it when you re-enter that worksheet.

Formula

To enter a formula into a cell, position the entry marker on that cell. Press **CLEAR** **2** to mark the cell for FORMULA entry, then enter the formula on the data entry line.

To enter a formula into several cells, select the cells, using **CLEAR** **6** and the arrow keys. Next, mark them for formula entry, then enter the formula.

Within a formula, mathematical operations are performed from left to right. Parenthetical operations are performed first, multiplication and division second, and addition and subtraction last. When parentheses are nested, the innermost operations are performed first. The operations available for use in formulas are given in Table 6.

Entering Formulas			
between two cells:			
+	Addition	*	Multiplication
-	Subtraction	/	Division
		^	Power
for a row, column, or selected block:			
AVG	Average (mean) of the values	MIN	Minimum value
CMT	Cumulative sum of the column	RMT	Cumulative sum of the row
MAX	Maximum value	SUM	Sum of the values
for a cell:			
ABS	Absolute Value	LOG	Logarithm
ATN	Arctangent	SGN	Sign
COS	Cosine	SIN	Sine
EXP	Exponential	SQR	Square root
INT	Integer truncation	TAN	Tangent

Table 6. Formula Operations.

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Two special characters are also available. A question mark (?) in a cell indicates a constant that is entered at the time of calculation (CALC). A number sign (#) in a formula indicates that the cell number is not adjusted for each successive row or column, but remains constant. The # is required in CMT and RMT formulas, but is useful in other formulas as well.

Following are examples of formulas using some of these operations.

- ?CONSTANT1** Sets up the current cell for entry of a constant (in this example, named CONSTANT1) at the time of calculation
- (R1 + R2)/R3C4** Adds Cells 1 and 2 in the current column, then divides their sum by the value of Cell R3C4
- (C3) - (R1C4)** Subtracts the value of the cell in Row 1, Column 4 from the value of the cell Column 3 of the current row
- C1*C2** Multiplies two cells in the same row
- (R1C2/100)** Divides the value of the cell in Row 1, Column 2 by 100
- C6R3!3** Calculates the cube of the value of the cell in Row 3, Column 6
- ABS(R2C3)** Multiplies the value of the cell in Row 2, Column 3 by -1 if (and only if) it is a negative number (absolute value)
- ATN(R3C5)** Displays the arctangent of the value of Cell R3C5 — the angle that has its tangent equal to the value of Cell R3C5 (the result displays in radians; use **ATN(R3C5)*57.29578** to display the arctangent in degrees)
- AVG(C1)** Adds all the values in the current row, beginning with Column 1, up to the current cell, skipping any non-numeric data, and divides by the number of numeric cells added

CMT(#R4C3) Gives a cumulative total in the current cell or each selected cell for Column 3, beginning with Row 4. For example:

	[3]	[4]
[4]	5.00	
[5]	10.00	
[6]	20.00	

If Cells 4, 5, and 6 of Column 4 are selected and the above formula is entered, calculation produces the following results:

	[3]	[4]
[4]	5.00	5.00
[5]	10.00	15.00
[6]	20.00	35.00

If you enter the formula only in Cell 6 of Column 4, the result is:

	[3]	[4]
[4]	5.00	
[5]	10.00	
[6]	20.00	35.00

COS(R3C5) Displays the cosine of the value of Cell R3C5 (use **COS((R3C5)*.01745329)** if the value in Cell R3C5 is in degrees instead of radians)

EXP(R4C3) Displays e raised to the power of the value of Cell 4,3 (Napierian, or natural exponential e^x)

INT(R4C2) Displays the truncated value of Cell R4C2

LOG(R2C4) Displays the logarithm to the base 10 of the value of Cell R2C4

MAX(C4) Displays the maximum value of the current row, from Column 4 to the current cell, skipping any non-numeric data

MIN(R1) Displays the minimum value in the current column, from Row 1 to the current cell, skipping any non-numeric data

4 WORKSHEET

RMT(#R4C3) Gives a cumulative total in the current cell or each selected cell for Row 4, beginning with Column 3. For example:

	[3]	[4]	[5]
[4]	5.00	10.00	20.00
[5]			

If Cells 3, 4, and 5 of Row 5 are selected, and the above formula is entered, calculation produces the following results:

	[3]	[4]	[5]
[4]	5.00	10.00	20.00
[5]	5.00	15.00	35.00

If you enter the formula only in Cell 5 of Row 5, the result is:

	[3]	[4]	[5]
[4]	5.00	10.00	20.00
[5]			35.00

SGN(R3C4) Displays the sign of the value in Cell R3C4 (0 if the argument is zero, 1.00 if the sign is positive, and -1.00 if the sign is negative)

SIN(R2C1) Displays the sine of the value of Cell R2C3 (use **SIN((R2C1)*.01745329)** if the value in Cell R2C3 is in degrees instead of radians)

SQR(R5C1) Displays the square root of the value of Cell R5C1

SUM(R5) Displays the sum of all the values in the current column, from Row 5 to the current cell, skipping any non-numeric data

TAN(R2C3) Displays the tangent of the value of Cell R2C3 (use **TAN((R2C3)*.01745329)** if the value of Cell R2C3 is in degrees instead of radians)

Text

If you require more space for text than a single cell, or if you want a more formal-looking worksheet, you may select a block of cells in which to enter TEXT. The TEXT boundaries are defined by the selected block as a whole, rather than each individual cell in the block. The program creates a window for writing, editing, and manipulating TEXT.

Press **CLEAR** **(3)** to enter (or edit existing) TEXT in a selected area. Word wrapping is automatic, and you may use limited editing features in TEXT. **(F1)** deletes the TEXT character under the marker. **CLEAR** **(W)** deletes text from the entry marker to the end of the word. (Note that you must use an uppercase W.) **CLEAR** **(P)** deletes text from the entry marker to the end of the paragraph (the paragraph end is denoted by #). **CLEAR** **(I)** deletes text from the entry marker to the end of the TEXT block.

You may also enlarge a TEXT block. Select a block that completely encloses the present TEXT block. Press **CLEAR** **(3)**. The TEXT block enlarges. (Note that you cannot combine two existing TEXT blocks.) Partial TEXT may be selected, then copied or merged, but the TEXT is copied as individual cells. Press **BREAK** to exit TEXT.

Format

Use FORMAT to change column widths. Press **CLEAR** **(I)** while the entry marker is in Row 1. The marker moves up into the Column Label area. Move the marker onto a column you want to change. To change all columns to the same width, move the entry marker to the Column Label area, and press **CLEAR** **(4)** for FORMAT. The following message appears on the command line:

Change column width. Specify {ALL,Width}, {Col. no.,Width}, {Width}

Type **ALL**, and the new width to change the width of columns 1 - 99 (for example, **ALL,12**). Type a column number, a comma, and the new width to change the width of a specific column (for example, **C5,12**). Type only the new width to change the width of the current column (for example, **12**).

Also use **FORMAT** to specify a certain number format for existing cell data. Place the entry marker on the cell you want to change, and press **(CLEAR) (4)**. The screen shows:

Specify format- L R D I \$:

At the data entry line, enter the letter for the format you wish to use, as follows:

- L = left-justified
- R = right-justified
- D = decimal (enter number of decimal places, up to 14)
- I = integer (whole number)
- \$ = dollar format (two digits after the decimal)

(Note that you may enter more than 14 digits after a decimal, but precision is lost after 14.) You may also select a group of cells for which to specify a format.

Merge

Press **(CLEAR) (5)** to save a selected block to diskette, or insert data from a diskette file at the current marker position, if nothing is selected. One of the following prompts displays:

Enter Save filename:

or

Enter Load filename:

At the data entry prompt, enter the name of the file in which you wish to **SAVE** the selected block, or from which you wish to **LOAD** and insert at the current marker position. (If **TEXT** is encountered while saving, and the entire **TEXT** block is not included in the selected area, the **TEXT** is copied as individual cells.)

Select

SELECT defines a block of the worksheet on which to perform some other operation. Position the entry marker on the first cell for the block, and press **CLEAR** (6). Move the marker to the last cell you wish to include. All selected cells are highlighted.

After you select the block, use FORMULA, TEXT, FORMAT, MERGE, COPY, DELETE, or PRINT on the block. If you use any other function or exit the worksheet, the block is unselected.

Copy

Press **CLEAR** (7) to place a selected area in the copy buffer. If TEXT is encountered and the entire TEXT block is not included, the TEXT is copied as individual cells. Use INSERT to place the contents of the copy buffer in another area on the worksheet.

If no cells are selected, press **CLEAR** (7) to place the current contents of the copy buffer into a document (TEXT file). The screen shows:

Enter filename:

Enter the name of the document file.

Delete

In a Row or Column Label, press **CLEAR** (8) to DELETE the entire row or column. All formulas and TEXT blocks are adjusted to correctly reflect the row or column deletion.

On the worksheet, press **CLEAR** (8) to DELETE the data in the current cell or all selected cells. If TEXT is encountered and the entire TEXT block is not included in the selected area, the TEXT is skipped, and deletion continues with the next non-TEXT cell.

Insert

In a Row or Column Label, press **CLEAR** **(9)** to INSERT a blank row or column at the current row or column position. All formulas and TEXT blocks are adjusted to correctly reflect the row or column addition. Note that if you add a new row or column above or to the left of a TEXT block, data in any row or column pushed "under" the TEXT block is lost.

On the worksheet, press **CLEAR** **(9)** to INSERT the contents of the copy buffer at the current entry marker position.

Print

Press **CLEAR** **(P)** to PRINT the selected area of the worksheet or the current window if no area is selected. An area selected for printing may include the entire worksheet. Make sure your printer is set correctly (in Subfunction 5, PRINTER) before you use the PRINT function.

Outcomes

Press **CLEAR** **(O)** to clear OUTCOMES on the worksheet. Any formulas or other data remain intact; only calculated results are cleared.

FILER OVERVIEW

The FILER application provides information storage and retrieval. FILER is similar in function to a card indexing system and is easy to set up, maintain, and access. You can refer to the files you set up at any time.

FILER allows you to set up your own data entry form for each file so that you can include any information in any format. You can sort or search for a record by any of the fields you set up on the FILER form. You can also automatically dial a phone number listed in your file, print records or list them to the screen, combine two FILER files, add or delete records from the file, and copy records to another disk file.

Help Screens

The five FILER HELP screens contain brief summaries of the functions and ways to use them. Within the FILER application, press **(F2)** for the subfunctions. Then, press **(CLEAR) (0)**. After the first HELP screen displays, press **(ENTER)** for the second screen. **(F3)** returns to the main FILER screen.

The third HELP screen is for the FIND function. Press **(CLEAR) (0)** for FIND, then **(F2)** for the subfunctions. Next press **(CLEAR) (0)** for FIND HELP. **(F3)** returns to the FILER FIND screen.

The fourth HELP screen is for the DISPLAY function. Press **(CLEAR) (2)** for DISPLAY, then **(F2)** for the subfunctions. Next, press **(CLEAR) (0)** for DISPLAY HELP. **(F3)** returns to the FILER DISPLAY screen.

The last screen is for the FORM function. Press **(CLEAR) (4)** for FORM, then **(F2)** for the subfunctions. Next, press **(CLEAR) (0)** for FORM HELP. **(F3)** returns to the FILER FORM screen.

USING FILER

To open an existing file, position the marker over the filename, and press **(ENTER)**. The first record in that file displays.

To create a new file, place the marker over **Filer** and press **(ENTER)**. A blank **FORM** screen appears.

Set up a form for a new file, following the instructions outlined in "Setting Up a Form" and "FILER FUNCTIONS — Form."

When you open an existing file, one for which a form is defined, the first record (according to the **ORDER** you set) displays. A blank **FILER** entry screen displays if a file form exists, but no records are currently in the file.

Examine or change the displayed record, or press **(CLEAR)** **(←)** to display the next record. If no records are in the file (a blank record form displays), you may enter the data for your first record. (See "Adding Records.")

Setting up a Form

Before you enter records into a file, you must set up a **FORM** for that file. (If no form exists for a file, the **FILER — FORM** screen displays after you open the file.) Set up the labels and fields you want to include in your file. (See "FILER FUNCTIONS — Form" for more information.)

If you plan to **MERGE** this file with another, the forms for the two files must be identical. You may want to make a copy of the current file before you add any records, to assure that the two forms are identical. (See "Merge — Copying a form to use in another file.")

Adding Records

After you set up a form, a blank form displays for record entry. (If you are opening an existing file, the first record in the file displays. Edit the record, or press **CLEAR** **9** to display a blank form.)

The entry screens are always in the overstrike mode; each character replaces the character at the current marker position. Type the appropriate data for each field. Alphanumeric (letters and numbers) fields are left-justified. Numeric fields are aligned around the decimal or right-justified if there is no decimal. Press **ENTER** after each field. Use the arrow keys to move through the data fields as desired.

Press **CLEAR** **9** to add the record and display another blank form. **F3** adds the record and returns to the main FILER screen.

As you add records, they automatically sort by the primary key field, as determined by the form. If you used the ORDER function, records sort by the key fields first, then the rest of the fields in descending order if necessary. Records sort correctly, regardless of the order in which they are added.

Arrow Keys

Use the arrow keys to move the marker a character or line at a time. Pressing **(SHIFT)** or **(CLEAR)** along with the arrow keys moves the marker more rapidly. See Table 7.

Key	by itself	with (SHIFT) moves the marker:	with (CLEAR)
(→)	one character to the right	to the field area in FORM	to the next FIND match or to the next record
(←)	one character to the left	to the Label area in FORM	to the previous FIND match or to the previous record
(↑)	one line up in the current column or to the first character in the previous field	to the first field on the screen	to the first FIND match or to the first record on file
(↓)	one line down in the current column or to the first character in the next field	to the last field on the screen	to the last FIND match or to the last record on file

Table 7. FILER Marker Movement Keys.

Printing Records

You can print all or part of a FILER file. To print one, several, or all records, use the PRINT function. (See "FILER FUNCTIONS — Print.") The records print horizontally across the paper.

You can also use the SCREEN subfunction to print a single record. Screen prints the record in the same format as it appears on the screen. Use the FIND function or the arrow keys to display the record you want to print.

FILER FUNCTIONS

The FILER functions display at the bottom of the screen. To use a function, hold down the **CLEAR** key, and press the number for the desired function.

Find

Press **CLEAR** **0** to search for and **FIND** a record or group of records. The **FIND** function screen displays a blank form with the **FIND** functions (**EQUAL**, **GREATER**, **LESS**, **RESET**, **MARK**) at the bottom of the screen. The marker is on the primary key (**ORDER**) field.

Type the search data for each field (including * and ? if you wish), and press **ENTER** or **↓**. Use * and ? as "wildcard" indicators. Type * before or after data in a field to disregard all characters that appear before or after the data, respectively. Use of ? is similar, except that it causes only one character to be ignored. (Use wildcard indicators only if you use equal (=) as the **FIND** operator.) Press **ENTER** or **↓** to skip any field.

Press **CLEAR** and a function number **1**, **2**, or **3** to set the **FIND** criteria **EQUAL** to, **GREATER** than or equal to, or **LESS** than or equal to the information you have typed in that field. The default is **EQUAL**. (Choose the function any time the marker is over the appropriate field — before, during, or after you enter the data.)

Press **F3** to begin the search. If search criteria exists for more than one field, **FIND** searches for records that match all the criteria. All records that match the criteria are found, and the first one displays. Use **CLEAR** with the **←** and **→** keys to scroll forward or backward through the records.

Special FIND functions are:

- RESET Press **CLEAR** (4) to RESET the FIND criteria. The records are reset, and the main FILER screen is displayed.
- MARK Press **CLEAR** (6) to MARK (or unmark) fields to appear when the DISPLAY and PRINT functions are used. Marked fields are visible — displayable or printable. An asterisk appears in the Label area of all visible fields. Invisible fields do not DISPLAY or PRINT. The default is visible.

Call

Press **CLEAR** (1) to dial any phone number currently highlighted. If you are using an auto dialing modem and a valid sequence of numbers is highlighted, the number is dialed. Pick up the telephone receiver for normal conversation. FILER operation resumes at the point at which you made the request. Check the Voice Dialing settings in TELECOM before you use CALL.

Display

Press **CLEAR** (2) to displays a list of all records that match the FIND criteria.

A label line displays at the top of the screen. The data for the records chosen displays horizontally; the data for each field appears under its corresponding label. The length of each field is determined by the maximum length of data for that field. Two spaces are inserted between each field.

Wrapping. If the records take up more than 80 characters across the screen, the records (label line and data lines) wrap to the next line, indented five spaces.

Eliminating fields from the display. If you do not wish to display certain fields, unmark those fields in FIND.

Scrolling through the records. If more records are chosen to display than will fit on the screen, use the arrow keys to scroll through the records. (See "Arrow Keys.")

Press **(F3)** to return to the main FILER screen.

Print

Press **(CLEAR) (3)** to PRINT a list of all records that match the FIND criteria. Make sure that you have first set the printer settings in Subfunction 5, PRINTER.

The record list prints. A label line appears across the top of the paper. The data for the records chosen prints horizontally; each field appears under its corresponding label. The length of each field is determined by the length you set up in the FORM function. Two spaces are inserted between each field.

Wrapping. If the records use more characters than are available on one line, the records (label line and data lines) wrap to the next line, indented five spaces.

Eliminating fields from the list. If you do not wish to print certain fields, unmark those fields in FIND.

Form

Press **(CLEAR) (4)** to display the FORM screen. For each field you want to include in your record, you must set up a field in FORM. A form field line consists of a Label and a Field area. You can define a form with up to 21 fields. Press **(F3)** to save the form.

Defining a Label

The left side of the screen is reserved for field labels. A label always begins at the left margin. Type one or more characters (up to 15) on a line in this area to create a new field on that line. Press **ENTER** after you complete the label. The Label area fills in with a line of dots and a colon. The marker is positioned to set up the FORM for the Field area.

Note: For blank lines between field lines, press **ENTER** or **1** before you enter any characters in the Label area.

Defining a Field Area

Press **ENTER** in the first position of the Field area to display a line of dots, and specify a maximum of 58 alphanumeric characters for the data in this field. (See "NUMBER" if you want to set up a numeric field.) Press **ENTER** again to move to the next line.

You may also type up to 255 dots and press **ENTER** for a maximum length equal to the number of dots you type. If the field length is greater than 58, it wraps to the Field area in the next line. The Label area on that line is left blank.

You can also use "edit" characters — characters that convey a certain type of required entry — in either alphanumeric or numeric data fields. A common use of edit characters is for formatting telephone numbers; for example:

(...)

The parentheses and the dash are edit characters; they are skipped over during data entry. Use a comma (,) as an edit character in a numeric field to indicate the placement of a decimal point.

5 FILER

Form Functions

Special FORM functions are:

ORDER

In data entry, records are sorted in the ORDER you set here. The ordered, or key, fields are sorted first, in ascending order. Then, the rest of the fields are sorted in their order of appearance on the screen. The priority number of ordered keys appears in the Label area on the screen.

Press **(CLEAR)** **(0)** to make the field under the marker a key field. The screen shows:

Priority number:

Enter the next available priority for this key (in 1, 2, 3 order). If you press **(ENTER)** without entering a priority number, the field is given the next available number (1 if no fields are ordered yet). The priority number appears in the Label area.

If you choose a field that is already a key, press **(ENTER)** to leave the priority unchanged, or enter a new priority. If an existing priority is used, the priority numbers are shifted to allow for it.

A priority number of 0 removes the key status of a field and reorders the keys.

PACK

Press **(CLEAR)** **(1)** to PACK the file when the efficiency decreases because of many additions, deletions, and changes to records. The file efficiency (A, B, C, or D) displays on the FORM screen. PACK if the efficiency drops below B. If efficiency drops to D, it displays on the main FILER screen. Use PACK to recover lost diskette space.

NUMBER

Press **(CLEAR)** **(2)** to specify the field under the marker as numeric field. A number sign (#) appears in place of the colon for a numeric field. (Press **(CLEAR)** **(2)** again to change the field back to alphanumeric.)

USE "FORM" ON REG BASIS

NOTE: THE WARNING NOTICE
FOR EFFICIENCY "D" IS NOT
66
IMPLEMENTED ON MAIN FILER
SCREEN, USE "FORM" FUNCTION
TO CHECK EFFICIENCY.

If the field is not yet set up, press **CLEAR** **(2)**, then **ENTER** to set up the field as: 12 digits, a decimal, and 2 decimal places. (A comma represents a decimal in FORM.) You may edit the number of digits on either side of the decimal with ADD or DELETE. Data entered in the field aligns around the decimal.

If the field is already defined, NUMBER simply right-justifies any data entered in the field when you display or print it.

DELETE

In the Field area, press **CLEAR** **(8)** to DELETE the character under the marker.

In the Label area, press **CLEAR** **(8)** to DELETE the entire field, including the label.

ADD

In the Field area, press **CLEAR** **(9)** to ADD one character at the current marker position.

In the Label area, press **CLEAR** **(9)** to ADD a new field at the current marker position. All fields below the marker move down one line.

Merge

Press **CLEAR** **(5)** to MERGE another FILER file into the current file. The screen shows:

Merge from:

Enter the name of the file you want to merge into this file. If the file forms are **exactly** the same, copies of all the records in the (from) file are merged into this file. If duplicate records exist in the two files, the extra records are not merged into the file.

Copying a form to use in another file. When you merge two files, the forms of the files must be identical. Since one character difference makes the files incompatible, make a copy of this file after you set up your form (before you enter any records). You can do this at the operating system level or at the Main Menu.

At TRSDOS Ready, type **COPY *oldfile* /FIL:1 TO *newfile* /FIL:1**
(ENTER) to make a duplicate of the file. The first name is the file from which you are copying; the second is the destination file.

Select

SELECT the contents of a record for copying to a document file on diskette. Place the marker over the first field's data to select, then press **(CLEAR) (6)**. Move the marker to the last field to include. All selected data is highlighted. Now COPY the selected area.

Copy

Press **(CLEAR) (7)** to COPY to a document file on diskette the field contents of a selected record. The screen shows:

TO:

Enter the name of the diskette file into which you wish to COPY the data. The data appends to the specified document file.

Delete

Press **(CLEAR) (8)** to DELETE the record currently displayed.

5 FILER

Add

Press **CLEAR** (9) to ADD a record to the file. A blank record form appears. Type the record data. Press **ENTER** after completing each field.

When a record that you are adding or editing is displayed, press **CLEAR** (9) to update the record on the screen. A blank record form for adding another record displays. If you do not wish to add another record, press **F3** to update the record on the screen and return to the main FILER screen.

1. The first part of the document is a list of names and their corresponding addresses. The names are listed in a column on the left, and the addresses are listed in a column on the right. The names are: John Doe, Jane Smith, and Bob Johnson. The addresses are: 123 Main St, 456 Elm St, and 789 Oak St.

2. The second part of the document is a list of names and their corresponding addresses. The names are listed in a column on the left, and the addresses are listed in a column on the right. The names are: John Doe, Jane Smith, and Bob Johnson. The addresses are: 123 Main St, 456 Elm St, and 789 Oak St.

3. The third part of the document is a list of names and their corresponding addresses. The names are listed in a column on the left, and the addresses are listed in a column on the right. The names are: John Doe, Jane Smith, and Bob Johnson. The addresses are: 123 Main St, 456 Elm St, and 789 Oak St.

4. The fourth part of the document is a list of names and their corresponding addresses. The names are listed in a column on the left, and the addresses are listed in a column on the right. The names are: John Doe, Jane Smith, and Bob Johnson. The addresses are: 123 Main St, 456 Elm St, and 789 Oak St.

TELECOM OVERVIEW

TELECOM is a telecommunications application, designed for communication between the DeskMate computer and another computer running a host program. TELECOM can transmit and receive any type code, including machine-language. Hookup to the host computer may be over telephone lines or direct.

Help Screens

There are several TELECOM HELP screens. These screens contain brief summaries of the functions and ways to use them. Within the TELECOM application, press **(F2)** for the subfunctions. Then, press **(CLEAR) (0)** to display general TELECOM HELP. HELP is also available for Modem Definition, Computer Dialing Definition, Voice Dialing Definition, Answer Mode Definition, and TERMINAL.

Choose a function, then press **(F2)**, then **(CLEAR) (0)** to display HELP for that function. Press **(ENTER)** for each successive screen. **(F3)** returns to the appropriate TELECOM screen.

Setting the Status

The first step in communicating with a host computer is to connect a modem to the DeskMate computer. Refer to your modem's operating instructions for details.

6 TELECOM

After the modem is properly connected and set, place the marker over Telecom, and press **(ENTER)**. The screen shows the Current (default) Telecom Status Settings:

Telecom		02/25/85 10:30am	
Current Status Settings:			
Auto Dialing Modem	Yes	No	
BAUD Rate	110	150	300 600 1200 2400 4800 9600
Word Length	7	8	
Parity	Even	Odd	None
Stop Bits	1	2	
Support XON/XOFF	Yes	No	
ASCII Character Filter	Yes	No	
Auto Line Feed	Yes	No	
Self Echo	Yes	No	
Retries	0		

[0]	[1]	[2]	[3]	[4]	BUFFER:	Used:	0	Free: xxxxx
RESET	SELECT	AUTOLOG	EDITLOG	TERM	[5] DISPLAY	[6] PRINT	[7] SAVE	[8] LOAD [9] CLEAR

To change a setting, use the arrow keys to move the marker to the correct value, then press **(ENTER)**. The new setting is highlighted. (Hold down **(SHIFT)**, and press **(↑)**, **(↓)**, **(←)** or **(→)** to move to the top line, bottom line, leftmost value, or rightmost value.)

If you are using an Auto Dialing Modem, change the status to Yes. Note that if you are directly connecting the DeskMate as host to another computer, the Auto Dialing Modem status **must** be No.

Refer to the host's requirement for BAUD Rate, Word Length, Parity, and number of Stop Bits settings. In most cases, you can use the default values. Check your modem's operating instructions for its maximum baud rate. (The 4800 and 9600 baud rates are for transmission between computers that are directly connected.)

If you use Support XON/OFF, transmission to a host computer stops when the host sends an XOFF. Transmission resumes when the host sends an XON. Also, TELECOM sends an XOFF to pause transmission from the host computer when data is coming in too fast for the input buffer to handle it. TELECOM sends an XON to resume transmission.

9 TELECOM

Turn on the ASCII Character Filter to display only codes 20-7F Hex, 08, 09, 0A, 0C, 0D, and 1B. The ASCII filter strips out all characters over 80 Hex and control characters except backspace, horizontal tab, line feed, form feed, carriage return, and escape.

Turn on the Auto Line Feed to add a line feed (X'0A') after each carriage return (X'0D') received. Turn the option off to accept incoming line feeds and carriage returns "as is."

Use the Self Echo option if the host does not echo the text you send (half duplex). If the host echoes the text, turn off the Self Echo (full duplex).

Enter the number of Retries you want if, when you are dialing a phone number or executing an automatic logon sequence, No Carrier is detected.

TELECOM FUNCTIONS

The TELECOM functions display at the bottom of the screen. To use a function, hold down the **CLEAR** key, and press the number for the desired function.

Reset

Press **CLEAR** **0** to RESET the TELECOM Status screen to the default settings. Current settings are always highlighted.

Select

Press **CLEAR** **1** to change the current status line to the setting under the marker. Alternately, you may place the marker on a setting, and press **ENTER** to select it. At Auto Dialing Modem, selecting Yes displays the Modem Definition screen. Following are the Modem Definition functions for voice dialing, computer dialing, and answer mode.

COMP

Computer Dialing Definition defines the dialing sequence your modem uses when executing auto logon sequences in TERMINAL. (This is the dialing sequence, not the logon sequence.) Determine the specific dialing sequence for your modem, then press **CLEAR** **1** to display the Computer Dialing Definition functions.

Press **CLEAR** **1** to send the phone NUMBER to the DeskMate modem. Send Phone Number to Modem appears on the screen.

Press **CLEAR** **2** to RECEIVE text from the modem. Receive: appears on the screen. Type the text you expect to receive from the modem, and press **ENTER**.

Press **CLEAR** **3** to SEND text to the modem. Send: appears on the screen. Type the text to send, and press **ENTER**.

Press **CLEAR** **4** to PAUSE during a command sequence. Pause: appears on the screen. Type the number of seconds to pause, and press **ENTER**.

Press **CLEAR** **5** (WAITNC) to Wait for No Carrier detect before continuing. Wait for no Data Carrier Detect appears on the screen.

Press **CLEAR** **6** (WAITC) to Wait for Carrier detect before continuing. Wait for Data Carrier Detect appears on the screen.

Press **CLEAR** **8** to DELETE the line under the marker.

Press **CLEAR** **9** to INSERT a blank line at the current marker position.

Press **F3** to save the completed computer dialing sequence and return to the Status screen.

VOICE

Voice Dialing Definition defines the dialing sequence your modem uses when auto dialing phone numbers in the PHONE and FILER applications. Determine the specific sequence for your modem, then press **CLEAR** **2** to display the Voice Dialing Definition functions. The Voice Dialing functions are the same as those for Computer Dialing.

Press **F3** to save the completed voice dialing sequence and return to the Status screen.

ANSWER

Answer Mode Definition defines the answer sequence your modem uses for answering the remote when DeskMate is in the Host mode. Determine the specific answer sequence for your modem, then press **CLEAR** **3** to display the Answer Mode Definition functions.

Press **CLEAR** **2** to RECEIVE text from the remote modem. Receive: appears on the screen. Type the text you expect to receive from the modem, and press **ENTER**.

Press **CLEAR** **3** to SEND text to the remote modem. Send: appears on the screen. Type the text to send, and press **ENTER**.

Press **CLEAR** **4** to PAUSE during a command sequence. Pause: appears on the screen. Type the number of seconds to pause, and press **ENTER**.

Press **CLEAR** **5** (WAITNC) to Wait for No Carrier detect before continuing. Wait for no Data Carrier appears on the screen.

Press **CLEAR** **6** (WAITC) to Wait for Carrier detect before continuing. Wait for Data Carrier Detect appears on the screen.

Press **CLEAR** **8** to DELETE the line under the marker.

Press **CLEAR** **9** to INSERT a blank line at the current marker position.

Press **F3** to save the completed answer sequence and return to the Status screen.

Autolog

Press **CLEAR** **2** to execute an automatic logon sequence. The name of the auto logon file currently in RAM (if any) displays at the bottom of the screen. Press **ENTER** to use the current file, or enter the filename for the auto logon you wish to use.

If the carrier is detected, TELECOM executes the auto logon sequence and goes into the interactive **TERMINAL** mode. If no carrier is detected, TELECOM waits 5-10 seconds, then redials (if the Retries setting on the Status screen is greater than 0).

Editlog

Press **CLEAR** **3** to create or edit an automatic logon sequence. The name of the auto logon file currently in RAM (if any) displays at the bottom of the screen. Press **ENTER** to use the current file, or enter a filename for the auto logon you wish to create or edit.

If you are creating a new file, File not in directory displays. Press **ENTER** again. The Autolog Editor screen appears. Use the functions to create an autolog sequence, entering the appropriate prompts or responses for the host computer. Note that to enter the control character (^) in the logon sequence, you press **CLEAR** **:**. Special EDITLOG functions are:

- | | |
|---------|--|
| STATUS | Press CLEAR 0 to place the current status in the autolog sequence. The Status screen displays. Set the status as you want it, then press F3 . A summary of the status displays on the screen. |
| CALL | Press CLEAR 1 to place a dialing sequence in the autolog sequence. Type the dialing sequence, and press ENTER . |
| RECEIVE | Press CLEAR 2 to RECEIVE text (a host prompt) from the host computer. Receive: appears on the screen. Type the text you expect to receive from the host, including any control codes, and press ENTER . |

- SEND** Press **CLEAR** **(3)** to SEND text (your response to the host prompt) to the host computer. Send: appears on the screen. Type the text to send, and press **ENTER**.
- PAUSE** Press **CLEAR** **(4)** to PAUSE during a command sequence. Pause: appears on the screen. Press **ENTER** for 1 second, or type the number of seconds to pause, and press **ENTER**.
- DELETE** Press **CLEAR** **(8)** to DELETE the sequence line under the marker.
- INSERT** Press **CLEAR** **(9)** to INSERT a blank sequence line at the current marker position. Use the appropriate function to enter the sequence item.

Press **F3**. Press **ENTER** to save the completed auto logon sequence in the current file. Enter a new filename to save the sequence in a different file. The Status screen returns.

NOTE: THE RECEIVE FUNCTION
MAY LOSE CHARACTERS WHEN TRANSMITTING
AT BAUD RATES GREATER THAN 1200. IF YOU
TRANSMIT AT HIGHER SPEEDS, CAPTURE CHARACTERS
IN RAM BUFFER (using CLEAR (0)),
THEN SAVE THE RAM BUFFER TO DISK.

6 TELECOM

Terminal

Press **CLEAR** (4) to enter the interactive TERMINAL mode. In the interactive terminal mode, characters you type are sent to the host program. Incoming characters display as they are received. If the host program echoes your transmissions, they display also. (If the host does not echo, you can use the self echo option on the Status screen to display your keyboard input.) Special TERMINAL functions are:

BUFFER Press **CLEAR** (0) to open or close the RAM BUFFER for capturing the text of the TERMINAL session. You may examine the text later, using the DISPLAY or PRINT function on the Status screen. When you open the buffer, incoming text appends to the current buffer contents. A "BUFFER FULL" message is displayed whenever applicable.

CLEAR Press **CLEAR** (1) to CLEAR the contents of the RAM buffer. All data in the buffer is lost when you use this function.

RECEIVE Press **CLEAR** (2) to RECEIVE a downloaded file from the host computer. Receive What File? appears on the screen. Type the filename, and press **ENTER**. There are no restrictions on file type.

Note: Use 8-bit transmission, and turn off all filters and character translation options when receiving binary data.

SEND Press **CLEAR** (3) to SEND (upload or transmit) a diskette file to the host computer. Send Which File? appears on the screen. Type the name of the diskette file, and press **ENTER**.

PRINTER Press **CLEAR** (4) to turn on or off the PRINTER option. When the option is on, the text of the TERMINAL session is sent to the printer as it is received and displayed. (If the ASCII Character Filter is on, only codes 20-7F Hex, 08, 09, 0A, 0C, 0D, and 1B are sent.)

When the PRINTER option is on, transmission is much slower. Also, if the baud rate at which you are transmitting is greater than the maximum character input rate of your printer, some characters are lost as they are sent to the printer. Check your printer's specifications for its maximum character input rate.

- BREAK** Press **(CLEAR) (5)** to generate a BREAK sequence (250ms null).
- CALL** Press **(CLEAR) (6)** to auto dial a phone number (for example, an information service number). Call which number: appears on the screen. Type the dialing sequence, and press **(ENTER)**. If a carrier is detected, TELECOM goes to the interactive terminal mode. If no carrier is detected, TELECOM waits 5-10 seconds, then redials (if the number of retries on the Status screen is greater than 0).
- DISC** Press **(CLEAR) (7)** to DISCONNECT communication with the host (hang up the phone).

Press **(F3)** to return to the Status screen.

Display

Press **(CLEAR) (5)** to DISPLAY the contents of the RAM buffer. Press **(SHIFT) (@)** to pause the display. Press any key to continue. Press any key to return to the Status screen after the buffer display is complete.

Print

Press **(CLEAR) (6)** to PRINT the contents of the RAM buffer. The Status screen displays after the buffer print is complete.

Save

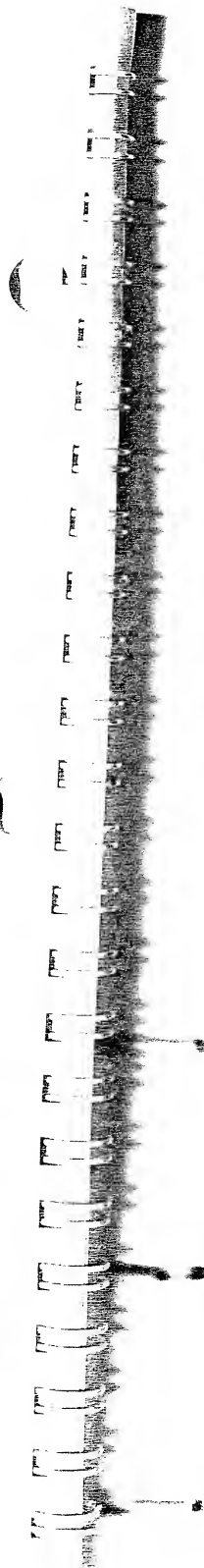
Press **CLEAR** **(7)** to SAVE the contents of the RAM buffer on diskette as a document (TEXT application) file. Enter a filename for the document. The Status screen displays after the file is saved.

Load

Press **CLEAR** **(8)** to LOAD a file from diskette to the RAM buffer. Enter the name of the file from which to load. The Status screen displays after the file is loaded.

Clear

Press **CLEAR** **(9)** to CLEAR the RAM buffer. All contents are lost when the buffer is cleared.



CALENDAR OVERVIEW

The CALENDAR application is an event scheduler. It can be used as a general purpose calendar and planner to replace your desk calendar and datebook. It records important events, their dates, and their times so that you can refer to them at any time. It also maps the times that events are scheduled for the entire week, beginning with the current day. You can see your weekly schedule at a glance.

You can search for an event by date, time, and description, print a list of and set the alarm for selected events, combine two CALENDAR files, add and delete events from the calendar, and copy events to another disk file.

Help Screens

The three CALENDAR HELP screens contain brief summaries of the functions and ways to use them. Within the CALENDAR application, press **(F2)** for the subfunctions. Then, press **(CLEAR) (0)**. After the first HELP screen displays, press **(ENTER)** for the second screen. **(F3)** returns to the main CALENDAR screen.

The third HELP screen is for the FIND function. Press **(CLEAR) (0)** for FIND, then press **(F2)** for the subfunctions. **(F3)** returns to the CALENDAR FIND screen.

USING CALENDAR

To open an existing event file, position the marker over the filename, and press **(ENTER)**. A listing of events in that file displays in chronological order.

To create a new file, place the marker over Calendar, and press **(ENTER)**. A CALENDAR entry/edit screen displays.

In the upper left corner of the screen is the Weekly Time Chart. The days of the week (Mon, Tue, and so forth), beginning with the current day, display down the left side of this area. The times of day, beginning with 12:00am, display across the top.

Any events for the week are marked with asterisks (*) in the day and time slots to which they correspond. When event times conflict with each other, the conflicting times are marked with an exclamation point (!).

In the upper right corner of the screen is the Month Calendar, which is similar to a standard desk calendar. The current date is highlighted.

In the bottom section of the screen is the Daily Events Calendar, in which events are entered and displayed.

Adding Events

CALENDAR is always in the overstrike mode; each character replaces the character at the current marker position. Add an event on a blank line simply by entering the appropriate data. Enter the fields as follows:

Enter the DATE of the event in mm/dd/yyyy format. For example, type **10/22/1984** **(ENTER)** for October 22, 1984. Press **(ENTER)** to use the current date.

Enter the time (12-hour) at which the event **BEGINs** in 00:00x format. For example, type **0730a** **(ENTER)** for 7:30am.

Enter the time (12-hour) at which the event **ENDs** in 00:00x format. For example, type **1208p** **(ENTER)** for 8 minutes after noon.

Enter a **DESCRIPTION** of up to 44 characters for the event. (No uppercase/lowercase distinctions are made when searching for events. **A** and **a** are the same.)

After an event file is created and contains events, the display/entry screen displays the events for the current day. To add an event, use the **ADD** function (**(CLEAR) (9)**). (See "CALENDAR FUNCTIONS.")

Events automatically sort in **DATE/TIME** order regardless of the order in which they are added to the file.

Defining and Manipulating Event Blocks

CALENDAR allows you to define sections, or blocks, of events that you can duplicate and save to a **TEXT** file (**COPY**), **MERGE** with a CALENDAR or **ALARM** file, or **DELETE**. To define a text block, first **SELECT** it. Once the text is selected, immediately **MERGE**, **COPY**, or **DELETE** it. If you choose any other function or exit the file, the block is unselected.

Copying events to a TEXT file. To copy events to a **TEXT** file, select the beginning of the block you want by pressing **(CLEAR) (6)**. Position the marker on the last event for the block. Press **(CLEAR) (7)** to save the file into the copy buffer. Press **(CLEAR) (7)** again, and enter the name of the file to which you wish to copy.

Deleting events. To delete events, select the beginning of the block you want by pressing **(CLEAR) (6)**. Position the marker on the last event for the block. Press **(CLEAR) (8)**. The text block is deleted.

See "CALENDAR FUNCTIONS" for more information on these functions.

Arrow Keys

Twelve event lines can be shown on the screen at one time. After you complete the twelfth line, the events "scroll," or move up line by line, to let you continue. To see a line after it has scrolled off the screen, press **↑** until the line appears. Press **↓** to return to the last line you were typing or editing.

Use the arrow keys to move the marker a character or line at a time. Pressing **SHIFT** or **CLEAR** along with the arrow keys moves the marker more rapidly. See Table 8.

Key	by itself	with SHIFT moves the marker:	with CLEAR
→	one character to the right	to the beginning of the first field to the right	to the next day
←	one character to the left	to the beginning of the first field to the left	to the previous day
↑	one line up in the current column	to the first event line on the screen	to the first FIND match
↓	one line down in the current column	to the last event line on the screen	to the last FIND match

Table 8. CALENDAR Marker Movement Keys.

Printing a List of Events

You can print all or part of a CALENDAR file. To print the entire file or more than one screen of events, use the PRINT function. (See "CALENDAR FUNCTIONS — Print.")

To print only a few events that are displayed on the screen, use the SCREEN subfunction. SCREEN prints everything currently on the screen. Use FIND, DATE, or the arrow keys to display the events you want to print.

CALENDAR FUNCTIONS

The CALENDAR functions available display at the bottom of the screen. To use a function, hold down the **CLEAR** key, and press the number for the desired function.

Find

Press **CLEAR** **0** to search for and FIND an event. An event line containing the current (default) FIND settings displays. (A line containing the current date and asterisks in each of the fields displays if no search criteria have been entered.) The FIND functions (EQUAL, GREATER, LESS, RESET) display at the bottom of the screen.

To use the default settings, simply press **F3**. All events that match the criteria are found, and the first 12 display. If more than 12 events match the criteria, use the **1** and **1** keys to scroll forward or backward through the events.

If no criteria are entered or if you want to change the search criteria, enter the data for which you wish to search.

* and ? are "wildcard" indicators. Enter * in a field to disregard that field when searching for a match. Type * before or after data in a field to disregard all characters that come before or after the data, respectively. ? is similar to * except that it disregards only one character.

Type the search data for each field (including * and ? if you wish), and press **ENTER**. Press **CLEAR** and a function number (**1**, **2**, or **3**) to set the FIND criteria equal to, greater than or equal to, or less than or equal to the information you have typed in that field. (Choose the function any time the marker is over the appropriate field, before, during, or after you enter the data.)

CALENDAR

Press **F3** to begin the search. All events that match the criteria are found, and the first 12 display. If more than 12 events match the criteria, use the **↑** and **↓** keys to scroll forward or backward through the events.

Reset FIND Criteria. Press **CLEAR** **4** to RESET the FIND criteria. All fields are cleared back to their original settings.

Date

Press **CLEAR** **1** to search for and display events that match a certain DATE. The screen shows:

Enter Date: mm/dd/yyyy

Type a new date, and press **ENTER**. (Use a four-digit year.) The current CALENDAR date changes to the date you enter. (The system date is not affected.) All events for the date specified are found, and the first 12 display. If more than 12 events match the date, use the **↑** and **↓** keys to scroll forward or backward through the events. The Weekly Time Chart and the Month calendar are updated to reflect the date you enter.

Print

Press **CLEAR** **3** to PRINT a list of all events chosen with the FIND function or that match the current date if FIND is not used. Check the settings in the PRINTER subfunction to be sure your printer is set up properly.

Alarm

Press **CLEAR** (4) to place into the ALARM file all selected events. The alarm for each event is set at 30 minutes prior to the scheduled BEGIN time of the event. If the BEGIN time is zero, no alarm is set for that event. See the ALARM chapter of this manual for more information.

Merge

Press **CLEAR** (5) to MERGE all selected events into another CALENDAR file or to merge another CALENDAR file with this event file if no events are selected.

Merging another file into the current file. If no events are selected, the screen shows:

Merge from:

Enter the name of the event file to merge into this file. Copies of all events in the from file merge into the current file.

Merging selected events into another file. If any events are selected, the screen shows:

Merge to:

Enter the name of the event file into which you wish to merge the selected events. Copies of all selected events in the current file merge into the to file.

Select

Use SELECT to define an event or a block of events in order to perform some other operation on it. Position the marker on the first event line you want to select, and press **CLEAR** **(6)**. Use the arrow keys to place the marker over the last event for the block. (See Table 8 for arrow key movement.) All selected events are highlighted as you move the marker.

After you select the events, MERGE, COPY, DELETE, or place them in the ALARM file, as appropriate. If you use any other function or exit the CALENDAR application before you perform one of the above operations, the events are unselected. You can also use FIND to search for the events you want to select.

Copy

Press **CLEAR** **(7)** to put all selected events into the COPY buffer. Press **CLEAR** **(7)** again to COPY the contents of the copy buffer to a document file on diskette. The screen shows:

Copy to:

Enter the name of the diskette file to which you wish to copy the events. The events append to the document file.

Delete

Press **CLEAR** **(8)** to DELETE all selected events. The events are immediately deleted. If no events are selected, the event line under the marker is deleted.

CALENDAR

Add

Press **CLEAR** **9** to ADD a new event. A blank event line appears. Type the appropriate data: DATE, BEGIN and END times (including **a** or **p** for a.m. or p.m.), and DESCRIPTION. Press **ENTER** after each field.

When you add an event that conflicts with the time of an existing event, the conflicting times are marked with an exclamation point in the Weekly Time Chart.

Day events. If no times are entered for an event, it is considered a "day" event — for the entire day — and it is not put into the Weekly Time Chart.

MAIL OVERVIEW

The MAIL application supports a simple message handler. It records important messages along with their dates, times, and authors. You can write or read a message at any time. You can also print a list of or delete messages.

Help Screens

The two MAIL HELP screens contain brief summaries of the functions and ways to use them. Within the MAIL application, press **F2** for the subfunctions. Then, press **CLEAR** **0**. After the first HELP screen displays, press **ENTER** for the second screen. **F3** returns to the MAIL screen.

*only 1
Help screen*

USING MAIL

To open the default MAIL file, MESSAGES, place the marker over Mail and press **(ENTER)**.

To open an existing message file, position the marker over the filename, and press **(ENTER)**. A listing of the messages in that file displays in ascending date/time order.

Each message line in the listing includes: the name of the author of the message, the date and time of the message, and a brief description of the message. Use the arrow keys to scroll through the listing if there are more than 20 messages.

Adding Messages

To add a message to a MAIL file, use the CREATE function, **(CLEAR)** **(1)**. After you enter the identifying information, the TEXT entry/edit screen appears. Type your message, using any of the TEXT editing features and functions.

The TEXT editor begins in the ADD (insertion) mode. Everything you type is inserted at the current marker position. Any text following the marker shifts to the right one space for every character inserted.

The first 22 lines of the editor screen are for typing and editing your message. After you complete the twenty-second line, the screen "scrolls," or moves up line by line, to let you continue. To see a line after it scrolls off the screen, press **(↑)** until the line appears. Press **(↓)** to return to the line you were typing or editing.

The TEXT functions display at the bottom of the screen. Use any of the TEXT functions for your message. See "TEXT FUNCTIONS" in the chapter on TEXT for more information.

Press **(F3)** to save the message and return to the message listing screen for the current file.

Arrow Keys

Use the arrow keys to move the marker a character or line at a time. Pressing **(SHIFT)** or **(CLEAR)** along with an arrow key moves the marker more rapidly. See Table 9.

Note that on the TEXT editor screen, the arrow keys are used in exactly the same way as they are in the TEXT application.





Key	by itself	with (SHIFT) moves the marker:	with (CLEAR)
	Not used	Not used	to the next message
	Not used	Not used	to the previous message
	one line up in the current column	to the top of the screen	to the beginning of the file
	one line down in the current column	to the bottom of the screen	to the end of the file

Table 9. MAIL Marker Movement Keys.

Printing Messages

You can print all or part of a message in a MAIL file. To print an entire message, place the marker over it on the listing screen, then press **(CLEAR) (3)** (PRINT).

You may also print a message at the TEXT editor screen, using the TEXT PRINT function. (See "TEXT FUNCTIONS — Print" in the TEXT chapter.)

To print part of a message, use the SCREEN subfunction. SCREEN prints everything currently on the screen.

MAIL FUNCTIONS

The MAIL functions display at the bottom of the message listing screen. To use a function, hold down the **(CLEAR)** key, and press the number for the desired function.

Find

Press **(CLEAR) (0)** to search for and FIND a particular message. Enter the author (FROM), DATE, and DESCRIPTION of the message. All messages that match the search criteria display. DISPLAY, PRINT, or DELETE the message, or FIND or CREATE another message. Press **(BREAK)** to return to the main message listing.

Create

Press **(CLEAR) (1)** to CREATE a message. The CREATE MAIL screen appears. The DATE of the message you create is automatically determined by the current system date and time. Enter your name or the name of the author of the message (FROM). Next, enter a brief description (40 characters maximum) of the message.

The last prompt is for the person to whom the message is written (TO). The name you enter here is the name of the data file in which you want to store this message. Press **(ENTER)** to skip TO and default to the current file.

After the message information screen is complete, a TEXT entry screen displays.

Type the message using TEXT functions and editing features. Press **(F3)** to save the message in the current MAIL file (the TO name). The message listing screen returns. The data you entered on the CREATE MAIL screen displays in the listing.

Display

With the marker on the listing of the message you want to DISPLAY, press **(CLEAR) (2)**. The TEXT entry/edit screen for that message displays. Use the arrow keys to scroll through the message.

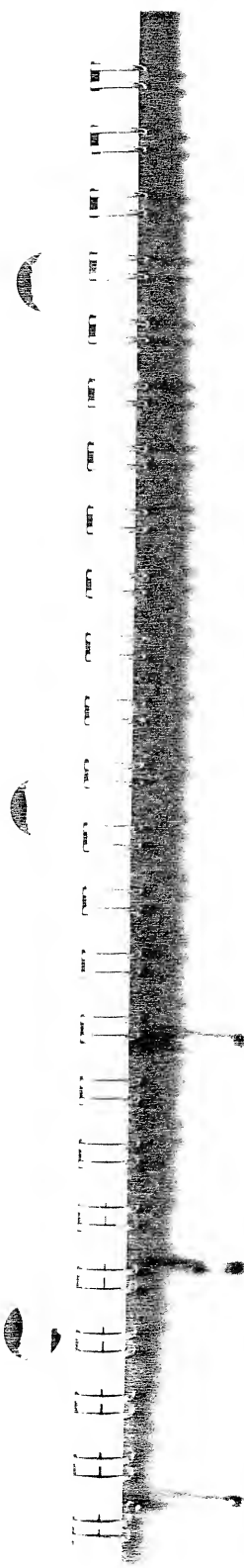
Press **(F3)** to return to the listing screen. Press **(Y)** at Save new message ? (Y/N) if you made changes to the message that you want to save. The changes are saved as a new message, with the current date and time. The original message remains unchanged. Pressing **(N)** at Save new message ? (Y/N) simply exits the message without saving any changes.

Print

Press **(CLEAR) (3)** to PRINT the message. Make sure your printer is properly set in the PRINTER subfunction before you print.

Delete

To DELETE a message, place the marker over a message listing, and press **(CLEAR) (8)**. The message is immediately deleted.



BACKUP PROCEDURES

Formatting Your Diskettes

Before you back up your diskettes you must format two blank diskettes to use as backups, as follows:

1. Turn on your computer.
2. Insert a new, blank diskette (or an old diskette you wish to reuse) into Drive 1, and close the drive door.
3. Insert a TRSDOS 6.2.0 system diskette into Drive 0, and close the drive door.
4. Press the reset button.
5. The screen shows:

Date MM/DD/YY ?

Type today's date, and press **(ENTER)**.

6. At TRSDOS Ready, type **FORMAT :1 (Q=N) (ENTER)**.
7. If you are reusing an old diskette, the screen may show:

Disk contains data — Name = NAME
Are you sure you want to format it?

Date = MM/DD/YY

Type **Y**, and press **(ENTER)**.

8. When the formatting process is complete, the screen shows:

Formatting complete

TRSDOS Ready

Follow steps 1 - 8 to format a second blank diskette.

A APPENDICES

Backing up Your Program Diskette

1. Insert a TRSDOS system diskette in Drive 0 and a blank, formatted diskette in Drive 1.

2. Type **BACKUP** **(ENTER)**.

Remove the system diskette from Drive 0 and insert the Program diskette. Close the drive door.

3. Enter **0** as the Source drive number and **1** as the Destination drive number.

4. The following message may appear on the screen:

Destination disk ID is different: Name = NAME Date = MM/DD/YY

Are you sure you want to backup to it <Y,N> ?

Type **Y** **(ENTER)**. When the backup is complete, the screen shows:

Backup complete

TRSDOS Ready

Remove the diskettes. Using a felt-tip pen, write the diskette name on the label of the new backup diskette.

Backing Up Your Data Diskette

1. Insert a TRSDOS 6.2.0 system diskette into Drive 0 and a blank, formatted diskette into Drive 1.
2. Type **BACKUP :0 :1 (X) (ENTER)**.

When Insert SOURCE disk <ENTER> appears, remove the system diskette from Drive 0, and insert the Data diskette. Close the drive door, and press (ENTER).

3. The following message may appear on the screen:

Destination disk ID is different: Name = NAME Date = MM/DD/YY

Are you sure you want to backup to it <Y,N> ?

Type **Y (ENTER)**.

4. When the backup procedure is complete, the screen shows:

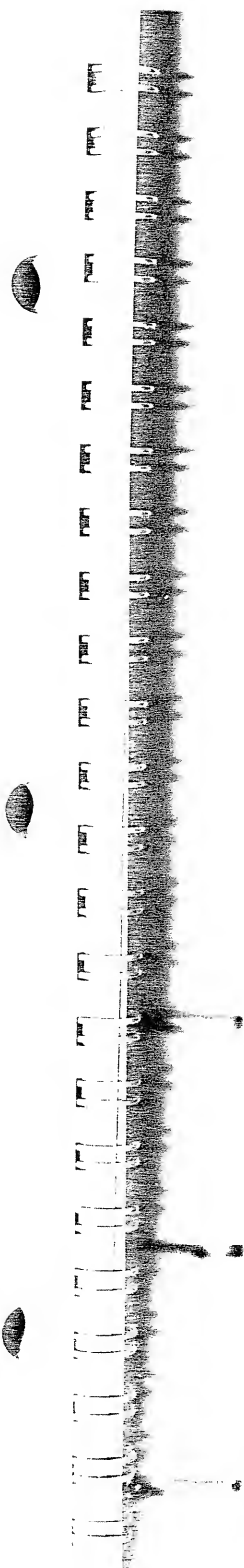
Insert SYSTEM disk <ENTER>

Remove the diskette from Drive 0, and insert the system diskette. Press (ENTER). The screen shows:

Backup complete



TRSDOS Ready

Remove the diskettes. Using a felt-tip pen, write the diskette name on the label of the new backup diskette.



MODEM INFORMATION

Following are the modem definitions for the 4P, Modem II, DC-1200, and DC-2212.

Note: If you are using a rotary phone, omit **T** wherever it appears in the definition for your modem. Also, wherever the caret symbol (^) appears, enter this by pressing **CLEAR**  on the keyboard. Wherever the backslash (\) appears, enter this by pressing **CLEAR**  on the keyboard.

4P (Default Setting)

Computer Dialing		Voice Dialing		Answer Mode	
Press:	Enter:	Press:	Enter:	Press:	Enter:
SEND NUMBER	*C*MG@^DDT	SEND NUMBER	*C*MG@^DDT	SEND RECEIVE	*C*MGAX X
SEND	X	SEND	X		
RECEIVE	X	RECEIVE	X		
WAITNC		PAUSE	4		
WAITC					

Modem II

Computer Dialing		Voice Dialing		Answer Mode	
Press:	Enter:	Press:	Enter:	Press:	Enter:
SEND NUMBER	**ODT	SEND NUMBER	**ODT	SEND RECEIVE	**C X
SEND	X	SEND	X		
RECEIVE	X	RECEIVE	X		
WAITNC		WAITNC			
WAITC					

B APPENDICES

DC-1200

Computer Dialing		Voice Dialing	Answer Mode
Press:	Enter:	Not applicable	No definition required — always in answer mode
SEND	**ODT		
NUMBER			
SEND	X		
RECEIVE	ON LINE		

DC-2212

Computer Dialing		Voice Dialing		Answer Mode	
Press:	Enter:	Press:	Enter:	Press:	Enter:
SEND	*.C*.G@` \DT	SEND	*.C*.G@` \DT	SEND	*.C*.G@` \AX
RECEIVE	T	RECEIVE	T	RECEIVE	AUTO ANSWER
NUMBER		NUMBER			
SEND	X	SEND	PPPPX		
RECEIVE	ON LINE ORIG	RECEIVE	X		
		PAUSE	4		
		SEND	*		
		RECEIVE	DISCONNECT		

NOTE: IN VOICE DIALING DEFINITION, ADDITIONAL PAUSES MAY BE NECESSARY WHEN DIALING A LONG TELEPHONE NUMBER.

HARD DISK INSTRUCTIONS

This appendix explains how to prepare your hard disk to run DeskMate. Your hard disk should have TRSDOS 6.2.0 installed on it before you proceed.

Follow the instructions below, using backups of the original DeskMate Program and Data Diskettes.

1. Start up or reset the hard disk system (with the START-UP Diskette in floppy Drive 0). The computer then assigns logical numbers to your drives.

When TRSDOS Ready appears, remove the START-UP Diskette and replace it with the DeskMate Program Diskette. (Floppy Drive 0 is now logical Drive 4).

2. First, type **BACKUP SYS6/SYS:4 :0 (S) (ENTER)**.

When TRSDOS Ready reappears, type **BACKUP :4 :0 (ENTER)** to move the DeskMate programs to your hard disk. The BACKUP utility moves the disk files from logical Drive 4 to the hard drive you specified, showing each filename.

3. When the files have been moved, TRSDOS Ready reappears. To move the rest of the DeskMate program, remove the DeskMate Program Diskette from floppy Drive 0 and replace it with the DeskMate Data Diskette. Type **BACKUP DM\$/\$:4 :0 (ENTER)**.

Note: If you also wish to move all DeskMate data files to hard Drive 0, you can replace the above BACKUP command with one that will move both the program and data on the DeskMate Data Diskette. Type **BACKUP :4 :0 (ENTER)**. To move DeskMate data files to hard Drive 1, see Step 7.

4. You need to enter a few more commands so that DeskMate will be ready to run on your hard disk. If you have not installed your communications driver, you need to do this step. If you have set your communications driver, skip to Step 5.

C APPENDICES

When TRSDOS Ready reappears, remove the DeskMate Data Diskette from floppy Drive 0 and replace it with the DeskMate Program Diskette. Now type **SET *CL TO COM** (ENTER).

5. When TRSDOS Ready reappears, type **SET, KI (W=10,R=1)** (ENTER).
NO SPACE
6. Before you enter the last command, remove the DeskMate Program Diskette, and replace it with the START-UP Diskette, then type **SYSGEN (DRIVE=4)** (ENTER). You can now run DeskMate solely on the hard disk without using floppy diskettes.
7. In general, to move DeskMate data files to a hard drive, use the following BACKUP instruction:

BACKUP \$/ext:4 :d (ENTER)

ext is the extension of the DeskMate files you want to move, and **d** is the number of the drive on which you want to store the data files. (\$ tells TRSDOS to copy all files that end with the specified extension.)

Make sure that whatever drive you specify as the drive on which to store data (**d**) is the same drive the DeskMate program uses for data files. (If you have not used the SWAP function from DeskMate's Main Menu, the program assumes that all data is stored on Drive 1. If you want to store DeskMate data on hard Drive 0, use the SWAP function to designate Drive 0 as the drive on which to store data files.)

For example, to copy all Text files to hard Drive 1, you would type **BACKUP \$/DOC:4 :1** (ENTER).

Use the following extensions to copy the rest of the DeskMate data files:

/WKS for Worksheet files
/FIL for Filer files
/LOG for Telecom files
/CAL for Calendar files
/MSG for Mail message files

8. To copy one particular DeskMate data file to a hard disk, use the COPY function on DeskMate's Main Menu.

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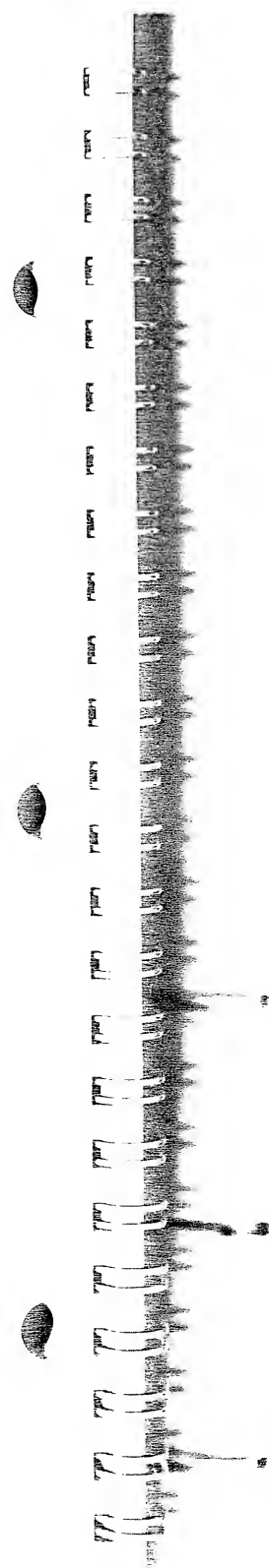
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TANDY®

Cat. No. 26-1608

DeskMate™
QUICK
REFERENCE

GENERAL KEY USAGE

All Applications:

- (F1)** Backspaces; deletes character in front of marker.
- (F2)** Displays DeskMate subfunctions.
- (F3)** Saves data in current file; returns to previous operation or menu; exits to TRSDOS from Main Menu.
- SHIFT (F3)** Cancels changes; returns to Main Menu (Text and Worksheet only); exits to TRSDOS from Main Menu.
- BREAK** Cancels current request, prompt, or command.

Within an Application:

- ↑** Moves marker to previous line.
- ↓** Moves marker to next line.
- ←** Moves marker left one position.
- Moves marker right one position.
- SHIFT ↑** Moves marker to top line of screen.
- SHIFT ↓** Moves marker to bottom line of screen.
- SHIFT ←** Moves marker to left margin of screen.
- SHIFT →** Moves marker to right margin of screen.
- CLEAR ↑** Displays first item in file.
- CLEAR ↓** Displays last item in file.
- CLEAR ←** Displays previous item in file.
- CLEAR →** Displays next item in file.
- CLEAR** Selects desired function in application.

0 - 9

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10 9 8 7 6 5 4 3 2 1

Note: Arrow key usage may vary slightly in some applications. See the sections of this card describing specific applications for exceptions to these key usages.

SUBFUNCTIONS

At Main Menu, Press **F2** for subfunctions.

HELP Displays reference information on current screen in an application.

ALARM Displays the previous and next ALARM events.

CALC Displays the CALCULATOR function. Type each operand and operator (or choose operator from function line), and press **(ENTER)**.

PHONE Displays PHONE function. Enter up to 39 listings, each consisting of 3 initials, name (last name, first name), and phone number. Enter PREFIX codes (1-3) for special codes to precede phone numbers (**P** for 1 second pause). Enter area code (**ACODE**). Special functions are:

FIND — Enter characters for which to search. Marker moves to first match. **FIND** again for next match.

CALL — Dials number at current marker position (if equipped with auto dialing modem). Area code dialed only if different from local area code. All selected prefix codes are dialed (1, 2, 3 order).

PREFIX 1 - 3 — Selects PREFIX 1-3 for automatic dialing.

SORT — SORTs entries alphabetically, according to name.

PRINT — PRINTs phone list on printer.

DELETE — Clears data on current phone entry line.

ADD — Opens up a phone entry line at current marker location.

SCREEN — Prints a copy of the SCREEN.

PRINTER — Displays the PRINTER settings screen. Fields are:

Left Margin — Column position at which printing should begin. Default = 0.

Printed Line Width — Maximum number of characters to print on line. Default = 80.

Total Lines per Page — Length of paper. Default = 66.

Printed Lines per Page — Maximum number of lines to print per page. Default = 60.

Pause between Pages (Y/N) — Instructs printer to pause or continue after each page. Default = Y.

DATE — Change system DATE and time.

ALARM ON/OFF — Turn ON or OFF the ALARM function. (You cannot use ALARM ON/OFF when in the ALARM entry function.)

FILE CREATION AND SELECTION

Creating:

1. At Main Menu, use arrow keys to move marker to desired application. Press **(ENTER)**.

2. Type filename of up to 8 characters, using no punctuation or blanks. Filename must begin with letter. Specify drive number using **:d**, where **d** is desired drive number (optional, default is drive 1). Press **(ENTER)**.

Selecting:

1. At Main Menu, press **(↑)** to move to data file area.

2. Use arrow keys to move marker to desired file. Press **(ENTER)**.

DeskMate chooses appropriate application for chosen file.

Note: **(↑)** returns marker to application area.

MAIN MENU

Functions:

DATE	Change system DATE and time.
NAME	Change the NAME of a file.
FREE	Displays amount of FREE space on Data diskette (in bytes).
ALARM	Displays ALARM function. On blank line, enter REMIND@ time, DATE, BEGIN and END times, and DESCRIPTION for each ALARM event. Special functions are: MERGE MERGEs a Calendar file into ALARM file. Enter Calendar filename. SELECT SELECTs (defines) block of events. Place marker on first event for block; SELECT, then move marker to last event for block. COPY or DELETE block. COPY Duplicates selected event block in the copy buffer. Press a second time to COPY to a document (Text application) file on diskette. Enter name for document file. DELETE Events Selected: DELETES block of events. No events Selected: DELETES event line under marker.

ADD Displays blank line for ADDing new event. Enter event REMIND@ time, DATE, BEGIN and END times, and DESCRIPTION.

HOST Places DeskMate in HOST mode for remote job entry.

PASSWD Assigns PASSWORD for restricting access to DeskMate and HOST. Type a password of up to 8 characters, using no punctuation or blanks. Password must begin with letter. Press **(ENTER)**.

SELECT SELECTs (defines) more than one data file in an application for deletion.

COPY Duplicates selected file. Enter filename from which to COPY, or press **(ENTER)** to use file shown. Enter name of new file to which you are copying. (Specify drive number with :d, where d is the desired drive number, optional.)

DELETE Files Selected: DELETES block of files from diskette.

No Files Selected: DELETES file from diskette. Enter name of file to delete, or **(ENTER)** for file under marker.

SWAP SWAP (change) Data diskettes. Enter drive number for SWAP. Change diskettes; press any key to continue.

TEXT

Arrow and Function Key Usage:

Same as General Key Usage, except:

(SHIFT) (↑) Moves marker to top line of screen (at top line of screen, moves marker to previous screen).

(SHIFT) (↓) Moves marker to bottom line of screen (at bottom line of screen, moves marker to next screen).

(CLEAR) (↑) Displays beginning of document.

(CLEAR) (↓) Displays end of document.

(CLEAR) (→) Not used.

(CLEAR) (←) Not used.

(CLEAR) (E) EXCHANGE function (see "Functions," below).

Functions:

FIND Searches for specific phrase in document. Enter text for which to search. (No distinction between uppercase and lowercase characters is made during FIND search.) Marker moves to first match; request ignored if no match found. **FIND** again, then press **(ENTER)** for next match.

PRINT Prints current document. Use **PRINTER** subfunction to check printer settings before using **PRINT**.

ADD/REPLACE Switches between **ADD** mode (inserting characters) and **REPLACE** mode (replacing existing characters).

FORMAT	Changes line width of displayed text (maximum 79 characters). Does not affect printing width.	INSERT	INSERT's contents of copy buffer at current marker location.
MERGE	MERGEs another Text file into current document. Move marker to desired insert location; MERGE, then enter filename to merge.	EXCHANGE	Searches for and replaces specific text. Enter text for which to search, and text to use as replacement. Marker moves to first match. Press (Y) to replace string and go to next match; (N) to skip to next match.
SAVE	SAVEs (stores) document in its current form. Enter filename for diskette file. (Documents automatically saved upon exiting Text.)		
SELECT	SELECTs (defines) text block. Place marker on first text for block; SELECT, then move marker to last text for block. All text between current marker position and position of marker when SELECT is chosen is highlighted. COPY or DELETE highlighted text.		
COPY	Text Selected: Duplicates selected block, places it into copy buffer. INSERT the text at another location within document, or COPY again to save contents of copy buffer on diskette. Enter filename for copy buffer save.		
DELETE	No Text Selected: Loads file from diskette to copy buffer. Enter name of file from which to load. Position marker; INSERT new text into document. Text Selected: DELETES text block from document. No text Selected: DELETES character under marker.		

WORKSHEET

Arrow and Function Key Usage:

Same as General Key Usage, except:

- ←** Moves marker left one cell.
- Moves marker right one cell.
- SHIFT ↑** Moves marker to top row of screen (at top row, moves marker to previous screen).
- SHIFT ↓** Moves marker to bottom row of screen (at bottom row, moves marker to next screen).
- CLEAR ↑** Moves marker to Row 1 (at Row 1, moves marker to column Label area).
- CLEAR ↓** Moves marker to last row on worksheet.
- CLEAR ←** Moves marker to Column 1 (at Column 1, moves marker to row Label area).
- CLEAR →** Moves marker to last column on worksheet.
- CLEAR P** PRINTs selected area of worksheet, or current window (screen) if nothing selected.
- CLEAR O** Clears OUTCOMES (results) on worksheet.

Functions:

- FIND** Searches for specified set of characters or moves marker to specified cell. Enter string for which to search, or cell location (for example, **R5C4** or **C4R5** for Row 5, Column 4).
- CALC** CALCULATES spreadsheet, using current formulas and data; displays results. Enter any constants (?) as requested. CALC a second time for cells that were not filled in during the first calculation because they referred to a previous cell, not yet calculated. (See the Reference Manual.)

FORMULA

Defines FORMULA for cell or all selected cells. Use the following operators and functions:

+ Addition
 - Subtraction
 * Multiplication
 / Division
 ! Power
 AVG Average of values
 MAX Maximum value
 MIN Minimum value
 SUM Sum of values
 CMT Column summation
 RMT Row summation

ABS Absolute Value
 ATN Arctangent
 COS Cosine
 EXP Exponential
 INT Integer
 LOG Logarithm
 SGN Sign
 SIN Sine
 SQR Square Root
 TAN Tangent
 Truncation

Parentheses enclose cell or constant to use with formulas, for example: **SUM(R5)**.

Special formula operations:

? Indicates constant to be entered during calculation.
 # Precedes cell location to mark it as "direct reference" for formula (does not change to current row or column when entered in more than one cell).

TEXT

Defines selected block of cells as text area. Enter text without regard to cell boundaries. (**BREAK**) to exit TEXT. Row or column insertion does not affect contents of TEXT block. TEXT block may be enlarged by defining new block that completely encloses old block.

Perform functions only on entire TEXT block. Partial TEXT may be selected, then copied or merged, but selected TEXT is copied as individual cells.

Cell: Changes cell contents to specific FORMAT. Default is \$. FORMAT indicators are:

L Left-justified
 R Right-justified
 D Decimal format (enter number of decimal places)
 I Integer (whole number)
 \$ Dollar format (two digits after the decimal)

Column Label: Changes column width. Change all columns (ALL, Width), a specific column (Col. no., Width), or current column (Width).

Cells Selected: Saves selected area to Worksheet file on diskette. Enter filename for save.

No Cells Selected: Loads and inserts Worksheet file from diskette at current marker location. Enter name of file to load.

SELECT

Defines block of cells on which to perform another function. Place marker on first cell for block; SELECT, then move marker across row and up or down column to include entire area in rectangle. Use FORMULA, TEXT, FORMAT, MERGE, COPY, or DELETE.

COPY

Duplicates selected block; places it into copy buffer. INSERT Worksheet block at another location. If no cells selected, COPY to save contents of copy buffer on diskette as document (Text application) file. Enter name for document file.

DELETE

Cells: DELETES cell or selected block from worksheet.

Row or Column Label: DELETES all data (except TEXT) in row or column under marker. All following rows or columns, all formulas, and TEXT are adjusted.

INSERT

Cells: INSERTs contents of copy buffer at current marker location.

Row or Column Label: INSERTs a new row or column at current marker location. All following rows or columns, all formulas, and TEXT are adjusted.

PRINT

Cells Selected: PRINTs selected block (may include the entire worksheet).

No Cells Selected: PRINTs the current window.

OUTCOMES Clears the OUTCOMES (results) on the worksheet.

FILER

Arrow and Function Key Usage:

Same as General Key Usage, except:

SHIFT **←** Moves marker to first character in field.
SHIFT **→** Moves marker to last character in field.
SHIFT **↑** Moves marker to first field on screen.
SHIFT **↓** Moves marker to last field on screen.

FORM Function:

Automatic if new file. Enter up to 21 lines of fields. Type Label for each field, press **ENTER**. Press **ENTER** to specify a 58 character field, or type appropriate number of dots to specify field length, and press **ENTER** (edit characters optional). FORM subfunctions are:

ORDER Identifies field as sort "key." Press priority number, or **ENTER** for next available number. Priority fields sort first; other fields in order of appearance.

PACK PACKs the data in a file to improve the file's efficiency. Use when efficiency drops below B.

NUMBER Right justifies data in field. Aligns numeric fields by decimal, if any.

DELETE Label Area: DELETES entire field under marker, including Label.
Field Area: DELETES character under marker.

ADD Label Area: Inserts blank line at current marker position.

Field Area: Inserts one character at current marker position.

After form set up, **F3** to exit; blank form displays for record entry. In file containing records, first record in file displays when file opened. Enter data on blank form, or change data in existing record. Exiting record, file, or using a function saves entry/changes.

Functions:

FIND Searches for specific data in file. Enter data for which to search in appropriate fields. Special data indicators and functions are:

- ? Ignore character in this position.
- * Ignore all characters preceding or following.

RESET Resets FIND criteria.

MARK Switches between marked and unmarked fields for DISPLAYing or PRINTing. Default is marked; * displays in Label area.

Specify match Equal To, Greater Than or Equal To, or Less Than or Equal To specified search data. FIND again to start search. First match displays. **CLEAR** (→) for next match; **CLEAR** (←) for previous match.

CALL Dials phone number under marker, using auto dialing modem and current PHONE subfunction information. Check Voice Dialing Definition settings in TELECOM before you use CALL.

DISPLAY DISPLAYs, in horizontal format, all records matching current FIND criteria.

PRINT PRINTs, in horizontal format, all records matching current FIND criteria.

FORM Displays FORM. PACK file if you make changes to form. (See "FORM Function.")

MERGE MERGEs another Filer file into current file. Move marker to desired location; MERGE, then enter file name to merge. Files **must** have same FORM.

SELECT Define contents of current record for copying. COPY record immediately.

COPY COPY data in selected record, horizontally, to a document (Text application) file on diskette. Type document filename; press **ENTER**.

DELETE DELETEs currently displayed record.

ADD Display blank form for adding new record. After record entered, ADD again to display another blank FORM for adding next record.

TELECOM

Arrow and Function Key Usage:

Same as General Key Usage, except **CLEAR** is not used with the arrow keys.

Functions:

RESET Sets default Telecom status (No, 300, 8, None, 1, Yes, No, No, and No, respectively). Retries is set to 0. Current settings are always highlighted.

SELECT Changes to setting under marker. Can also place marker on new setting, press **(ENTER)** to select it. On Auto Dialing Modem, displays Computer, Voice, and Answer mode definition screens.

COMP Defines **COMPUTER** dialing sequence for Terminal mode in Telecom.

VOICE Defines **VOICE** dialing sequence for **PHONE** and **FILER**.

ANSWER Defines **ANSWER** sequence for **HOST**.

AUTOLOG Executes an **AUTO LOGON** sequence. Enter filename, or press **(ENTER)** to use current file.

EDITLOG Creates (or **EDIT**'s existing) **AUTO LOGON** sequence. Enter filename for sequence. **(ENTER)** again if new file. Use functions to create sequence, entering responses or prompts appropriate to host system for each. Special functions are:

STATUS	Places STATUS in autolog sequence. Current Status screen displays. Check settings; press (F3). Status summary displays on Autolog screen.	RECEIVE	Downloads file from host. Enter name of file to RECEIVE. No restrictions on file type.
CALL	Places dialing sequence in autolog sequence. Enter sequence.	SEND	Uploads, or transmits, diskette file to host. Enter name of file to SEND.
RECEIVE	Searches for specified prompt from host. Type prompt text to RECEIVE, including any control codes; press (ENTER).	PRINTER	Switches PRINTER option on/off. When on, text of TERMINAL session is sent to printer, as well as screen.
SEND	Specifies responses to host prompts. Type text to SEND; press (ENTER).	BREAK	Generates BREAK sequence (250ms null).
PAUSE	Places PAUSE in autolog sequence. Enter number of seconds or (ENTER) for 1.	CALL	Dials a phone number. Enter dialing sequence.
DELETE	DELETES sequence item under marker.	DISC	DISCONNECTs communication (hangs up).
INSERT	INSERTs sequence item at current marker position.	(F3)	to return to Status screen.
(F3) to save completed autolog sequence. Enter autolog filename, or (ENTER) for current file. Returns to Status screen.		DISPLAY	DISPLAYs contents of RAM buffer. (ENTER) to return to Status screen.
Enters interactive TERMINAL mode. Special functions are:		PRINT	PRINTs contents of RAM buffer; returns to Status screen.
BUFFER	Opens/closes RAM BUFFER in which to capture text of TERMINAL session, appending it to current BUFFER contents.	SAVE	SAVEs contents of RAM buffer on diskette as document (Text file). Enter document name. Returns to Status screen.
CLEAR	CLEARs RAM buffer (previous contents lost).	LOAD	LOADs file from diskette to RAM buffer. Enter name of file from which to load. Returns to Status screen.
		CLEAR	CLEARs RAM buffer (previous contents lost).

CALENDAR

Arrow and Function Key Usage:

Same as General Key Usage, except:

- SHIFT (↑)** Moves marker to first field on screen.
- SHIFT (↓)** Moves marker to last field on screen.
- SHIFT (←)** Moves marker left one field.
- SHIFT (→)** Moves marker right one field.
- CLEAR (←)** Displays the previous day.
- CLEAR (→)** Displays the next day.

Functions:

FIND

Searches for specific event(s). Enter data for which to search in appropriate fields. Special data indicators are:

- ?** Ignore character in this position.
- *** Ignore all characters preceding or following.

Specify match Equal To, Greater or Equal To, or Less Than or Equal To specified search data. **(F3)** to start search. First 12 matches display. **(↑)** and **(↓)** to scroll through matches.

DATE

Sets Calendar to specified DATE. Enter date in *mm/dd/yyyy* format. Month, weekly chart, and daily events display for date entered. System date not affected.

PRINT

PRINTs all events matching current **FIND**, or for current date.

MAIL

Arrow and Function Key Usage:

In message listings, same as General Key Usage, except:

←	Not used.
→	Not used.
SHIFT ←	Not used.
SHIFT →	Not used.
CLEAR ←	Not used.
CLEAR →	Not used.

In displayed message, same as General Key Usage, except:

SHIFT 1	Moves marker to top line of screen (at top line of screen, moves marker to previous screen).
SHIFT 1	Moves marker to bottom line of screen (at bottom line of screen, moves marker to next screen).
CLEAR 1	Displays beginning of message.
CLEAR 1	Displays end of message.
CLEAR ←	Not used.
CLEAR →	Not used.

Message Listing Functions:

FIND	Searches for specific message(s). Enter FROM, DATE, and/or DESCRIPTION data for which to search. ENTER to skip fields not pertinent to search. All messages that match search criteria display. F3 to exit FIND mode, return to message listings.
------	---

ALARM Places all selected events into ALARM file. Alarm time set for 30 minutes prior to event begin time.

MERGE Events Selected: MERGEs all selected events into another Calendar file. Enter name of file in which to merge events.

No Events Selected: MERGEs another Calendar file into current file. Enter name of file from which to merge events.

SELECT Defines block of events, on which to perform another function. Place marker on first event; SELECT, then move marker to last event. MERGE, COPY, DELETE, or place the SELECTed block into the ALARM file.

COPY Places all selected events into copy buffer. COPY again to save contents of copy buffer to a new document (Text file) on diskette. Enter name for document file.

DELETE DELETEs all selected events, or event under marker if none selected.

ADD ADDs events. Enter DATE (**ENTER** for current date), BEGIN and END times, in HH:MM format, and event DESCRIPTION. Event immediately sorted into file by date.

CREATE **CREATEs** a message. At Create Mail screen, enter **FROM**, **DESCRIPTION**, and (optionally) **TO** data for message. (**ENTER**) to skip **TO**, default to current file.) Text screen displays for message entry. Type message, using Text editing features.

(**F3**) to save message.

DISPLAY **DISPLAYs** message under marker. (**F3**) to return to message listing. Save any changes to message (in a new message, with the current date and time) by pressing (**Y**) at Save new message ? (Y/N). The original message remains unchanged.

PRINT **PRINTs** message under marker. Must have previously set up printer, using **PRINTER** subfunction (**F2**) to access subfunctions). Returns to message listing after printing complete.

DELETE **DELETEs** message under marker.

Display Message Functions:

Same as Text functions. Use any of the Text functions to edit the message. Press (**Y**) at Save new message ? (Y/N). The new message is saved in the same file, using the same **FROM** name as the original. The date and time, however, change to reflect the current date and time. The original message remains unchanged.

26.1608TM
DeskMate
Sample Session

TANDY[®]

DeskMate™
Sample Session

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INTRODUCTION

DeskMate™ combines several productive business tools into one easy-to-use package. The applications built into DeskMate include:

- **Main Menu** for selecting applications and files and performing general DeskMate functions
- **Text** for basic typing, editing, and word-processing needs
- **Worksheet** to create spreadsheets for calculation purposes
- **Filer** for organizing, storing, and retrieving information
- **Calendar** to plan and schedule upcoming events
- **Telecom** to access information and data services and communicate with other computers
- **Mail** to create and read messages
- **Host** for communicating with the DeskMate from a remote terminal or another computer

In addition to the applications listed above are various subfunctions that you can use anytime, anywhere in DeskMate:

- **ALARM**, which, when turned on, beeps and displays messages to remind you of scheduled appointments and events
- **CALCULATOR** for computing figures
- **PHONE** for automatic memory dialing
- **HELP** for quick assistance on using any application
- **DATE** to change the system date under which you powered up the computer
- **SCREEN** to print the contents of the current screen
- **PRINTER** to set printer settings such as margins before printing

INTRODUCTION

The DeskMate package includes this tutorial booklet, a *Reference Manual*, a *Quick Reference Card*, a Program Diskette, and a Data Diskette. The sample session, which makes up most of this booklet, is designed to help you become familiar with DeskMate by demonstrating and stepping you through its many features.

To quickly look up information about a specific topic, use the *Reference Manual*. It covers every aspect of an application or subfunction in detail and helps you understand and use the full range of features available in DeskMate.

To use DeskMate, the following equipment is required:

- TRS-80® Model 4 or 4P Microcomputer with a minimum 64K memory and two disk drives

To use Host, Telecom, and Phone, you need a modem. To have the computer automatically dial a number, you need a modem with an auto dialing function. To have the computer answer a call, you need a modem with an auto answering function.

To print information, you need a printer with an appropriate cable.

Beginning the Sample Session

During most of the sample session, you will be working with sample data involving the catering firm, Bon Appetit, which is owned by a Mr. Edwin Raymond. You will be using DeskMate on Edwin's behalf. The sample session is broken down into mini-sessions, each one covering a different application or subfunction.

Before you try out some of DeskMate's features, make backups (duplicates) of the DeskMate Program Diskette and the DeskMate Data Diskette. **Never** run DeskMate with the original Program and Data Diskettes — use them **only** for making working copies. Store the original diskettes in a safe place, away from dust, magnetic fields, or anything else that might damage them. Use the backups when you want to run DeskMate.

Backing Up Program Diskettes

To back up your DeskMate Program Diskette, follow these steps:

1. Turn on your computer system as instructed in the *Introduction to Your Disk System* manual.
2. Insert a new, blank diskette in Drive 1 (or an old diskette you wish to reuse), and close the drive door.
3. Insert a TRSDOS 6.2.0 system diskette in Drive 0 and close the drive door.
4. Press the reset button.
5. The screen shows:

Date MM/DD/YY ?

For purposes of using the sample session data, type **02/25/85** **(ENTER)**. This system date will correspond with sample data and examples you'll be using.

6. At TRSDOS Ready, type **FORMAT :1 (Q = N) (ENTER)**.
7. If you are reusing an old diskette, the screen may show:

Diskette contains data -- Name = *NAME* Date = *MM/DD/YY*
Are you sure you want to format it ?

Type **Y (ENTER)**.

8. When the formatting process is complete, the screen should show:

Formatting complete

TRSDOS Ready

9. Type **BACKUP (ENTER)**.

Remove the system diskette from Drive 0 and insert the program diskette. Close the drive door.

INTRODUCTION

10. For Source drive number, type **0** **(ENTER)**, then for Destination drive number, type **1** **(ENTER)**.

11. The following message may appear on the screen:

Destination disk ID is different: Name = *NAME* Date = *MM/DD/YY*

Are you sure you want to backup to it (Y,N) ?

Type **Y** **(ENTER)**. When the backup is complete, the screen shows:

Backup complete

TRSDOS Ready

Write the diskette name on the label of the new backup diskette, using a felt-tip pen.

Backing Up Data Diskettes

To back up your DeskMate Data Diskette, follow these steps:

1. Insert a diskette containing TRSDOS® in Drive 0 and close the drive door.
2. Insert a new, blank diskette in Drive 1 (or an old diskette you wish to reuse), and close the drive door.
3. At TRSDOS Ready, type **FORMAT :1 (Q=N)** **(ENTER)**.
4. If you are reusing an old diskette, the screen may show:

Diskette contains data -- Name = *Name* Date = *MM/DD/YY*
Are you sure you want to format it ?

Type **Y** **(ENTER)**.

1 INTRODUCTION

5. When the formatting process is complete, the following message appears:

Formatting complete

TRSDOS Ready

6. Now type **BACKUP :0 :1 (X) (ENTER)**.
7. When Insert SOURCE disk (ENTER) appears, remove the system diskette from Drive 0 and insert the data diskette you wish to back up. Close the drive door and press (ENTER).
8. The following message may appear:

Destination disk ID is different: Name = NAME Date = MM/DD/YY

Are you sure you want to backup to it (Y,N) ?

Type **Y (ENTER)**.

9. When the backup procedure is complete, the screen shows:

Insert SYSTEM disk (ENTER)

Remove the disk in Drive 0. Insert the system diskette and press (ENTER). The screen shows:

Backup complete

TRSDOS Ready

Write the diskette name on the label of the new backup diskette, using a felt-tip pen.

The Main Menu Screen

Insert a backup copy of the DeskMate Program Diskette into Drive 0 and a copy of the Data Diskette into Drive 1. Press the reset button. To load DeskMate, type **DM (ENTER)**. The Main Menu is soon displayed.

INTRODUCTION

Tandy DeskMate Version 01.00.00										02/25/85 10:30am	
Events for Today :											
FEB 1985											
1 2										Make appointment with accountant	
3 4 5 6 7 8 9										Mom's birthday — call florist	
10 11 12 13 14 15 16										Write confirmation letter to Wilson	
17 18 19 20 21 22 23										05:30a Shop at fish and produce wholesale markets	
24 25 26 27 28										07:30a Meet Bill at gym	
										08:30a Prepare food for Davis luncheon	
										11:45a Luncheon at Riverdale Country Club	
Text		Worksheet		Filer		Telecom		Calendar		Mail	
LHEAD		BUDGET		CLIENTS				AGENDA		LAURA	
ADDRESS										MESSAGES	
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]		
DATE	NAME	FREE	ALARM	HOST	PASSWD	SELECT	COPY	DELETE	SWAP		

05:30a

Shop at fish and produce wholesale markets

07:30a

Meet Bill at gym

08:30a

Prepare food for Davis luncheon

11:45a

Luncheon at Riverdale Country Club

The top line shows the program name and the current date and time. (The date shown is the system date you entered when powering up the computer.) The current month's calendar is at the left with today's date highlighted (displayed in reverse video).

Events scheduled for today's date are displayed to the right of the calendar to remind you of special occasions. You enter events through Calendar and Alarm. These events can be special meetings and engagements or "all-day" events not associated with a particular time (like a birthday).

The bottom half of the screen lists the DeskMate applications and previously created DeskMate files. These files contain sample data that you will be using during the sample session.

In the first column on the left are files created with the application, Text, followed by spreadsheet files created with the Worksheet application. Files created with Filer are displayed in the next column. Automatic log on files that give you instant access to information services such as CompuServe are listed under Telecom. Calendar files are displayed in the next column, followed by Mail files that consist of messages you both send and receive.

1 INTRODUCTION

The bottom two lines of the screen are label lines listing the available functions of the application you are currently using. To select a function, hold down the **(CLEAR)** key and without releasing **(CLEAR)**, press the number of the function you wish to use. For example, if you wanted to change the date displayed in the upper right corner and highlighted in the calendar, you would press **(CLEAR) 0** for DATE. (The Main Menu functions currently displayed will be discussed in the section, "Main Menu.")

The sample session starts on the next page with the application, Text. When you are finished with a particular part of the sample session and want to exit DeskMate, press **(F3)** repeatedly until TRSDOS Ready appears. To have an extra copy of the work you have done during the sample session, make a backup of the DeskMate Data Diskette. It is a good idea to get into the habit of backing up your working copy at the end of each day you enter or change data. After you have made a backup, remove all diskettes and turn off the computer system.

Note: When you are finished with the sample session and wish to use DeskMate for your own purposes, you can delete the sample data files so that you can store your information on the Data Diskette in Drive 1. The section, "Ending the Sample Session," gives more detailed information on this subject.

Arrow and Function Keys

To select an application, position the selection marker over the desired application by using **(↑)** and **(↓)** keys. When the application you want to use is highlighted, press **(ENTER)** to select that application.

To select an existing DeskMate file, press **(I)** to move the selection marker to the bottom half of the screen. Then use the arrow keys to move the selection marker to the desired file, and press **(ENTER)** when the desired file is highlighted. The corresponding application is also highlighted and selected at the same time. You can also select the appropriate application, then enter the filename to access the desired file.

1 INTRODUCTION

You will be using the arrow keys within applications and subfunctions to move the selection marker or cursor to a particular piece of information. (The selection marker indicates that a whole unit of information is marked, such as a file or an application. A cursor marks a single character.) To move the selection marker or cursor farther and faster, use the arrow keys with **(SHIFT)** or **(CLEAR)**. See the *Quick Reference Card* for details on using the arrow keys.

Note: Whenever you see a two-key instruction, such as **(SHIFT) (-)** or **(CLEAR) (5)**, hold down the first key and without releasing that key, press the second key.

There are five general purpose keys that you can use at all times. **(F1)** is a backspace/delete key that moves the cursor to the left one space and erases the previous character. And since "insert mode" is the mode in which you'll usually be typing, you can simply type the character you originally intended to, and the characters following the deleted character shift automatically to the right one space.

(F2) displays a menu listing eight subfunctions (as distinguished from the main DeskMate applications) you can choose at any time. Press **(F2)** now to see this menu. At the bottom of the screen, you see:

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
HELP	ALARM	CALC	PHONE	SCREEN	PRINTER	DATE	ALARM	OFF	

These subfunctions will be described throughout the tutorial.

Note: Each application has a help screen, which, like the *Quick Reference Card*, briefly explains all the available key functions. Whenever you want to display the help screen for the application you are currently using, press **(F2)** for the subfunctions menu, then press **(CLEAR) (0)**.

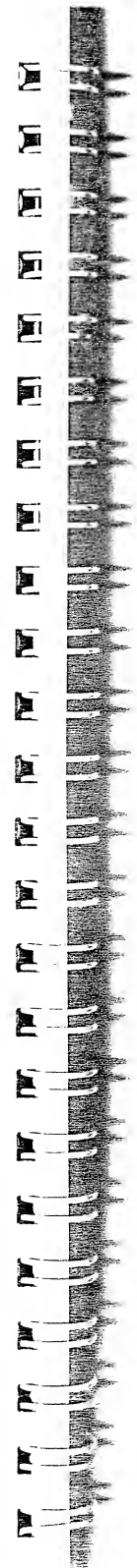
(F3) returns you to the previous level of operation, the Main Menu, or back to TRSDOS Ready. Use **(F3)** if you have chosen an application or subfunction accidentally or if you are finished with whatever you are doing. Press **(F3)** now to return to the Main Menu level of operation. The subfunction menu is replaced with the Main Menu label lines.

I INTRODUCTION

A special key combination, **(SHIFT) (F3)**, can be used in the Text and Worksheet applications to not save a new file or changes made to an old file. The data just typed in or any changes made to an existing file are not saved and you return to the Main Menu.

(BREAK) cancels the current request or command. For example, if you accidentally choose a function, press **(BREAK)** to discontinue and return to the previous level of operation so that you can choose another function.

If you leave a particular screen on without doing anything for more than 10 minutes, the contents of the screen disappear and you see the message, DeskMate by Tandy Press Any Key, scroll from right to left. This action prevents the previous image from being "burned on" the screen permanently. Press any key until the previous screen reappears.



1

12.000

TEXT

Press **(ENTER)** to select Text. At the Enter Filename: prompt, type **Letter (ENTER)** for the name of the text file you are creating. A blank typing page appears with label lines at the bottom of the screen, showing the functions available in Text.

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
FIND	PRINT	ADD	FORMAT	MERGE	SAVE	SELECT	COPY	DELETE	INSERT

Type the following letter, pressing **(ENTER)** where indicated. Do not worry about typing mistakes — later you'll learn how to correct errors by inserting, deleting, and overstriking text.

Dear Mrs. Williams: (ENTER)

(ENTER)

I am writing to confirm your agenda for the upcoming month.

I have you scheduled for the following days: (ENTER)

(ENTER)

3/3/85 Luncheon for 8 at noon (ENTER)

3/12/85 Afternoon tea for 6 at 3:00 (ENTER)

3/25/85 Dinner for 10 at 8:00 (ENTER)

3/31/85 Wedding reception for 60 at 7:30 (ENTER)

(ENTER)

If any of the above information is incorrect, please inform me as quickly as possible, as March appears to be a very busy month. Also, we need to get together soon and arrange the menus. (ENTER)

(ENTER)

Sincerely, (ENTER)

(ENTER)

Edwin Raymond (ENTER)

Note: ▸ indicates the end of a document and ▢ indicates the end of a line.

You need to add an event to the list for March 1st, so move the cursor over the first 3 of 3/3/85 by holding down the (F) key until you are at the line containing the March 3rd event. You are currently in ADD mode (the default typing mode) as shown in the label line at the bottom of the screen. Type 3/1/85, press the space bar three times, then type **Bridal shower for 15 at 1:00** (ENTER). Note that the original text automatically moved to the right as you added (inserted) the new text and then moved down to the next line when you pressed (ENTER) after typing.

The information for the event scheduled on March 25th needs to be changed to March 26th for 12 people. First move the cursor over the 5 of 25. To change the typing mode to REPLACE, press (CLEAR) (2). (Note that REPLACE now appears in the label line.) Type 6 over the 5, move the cursor to the 0 of 10, and then type 2 over the 0. REPLACE (overstrike) mode lets you type over text.

One more correction should be made — the word, “and,” in the last sentence should be changed to “to.” Move the cursor to the a in and and type to. Now press (CLEAR) (8) (for DELETE) to erase the d and shift the rest of the sentence to the left one character. Press (CLEAR) (2) to switch from REPLACE back to ADD mode.

Note: If you made any mistakes while typing the letter, correct those errors now by using the ADD/REPLACE typing modes and the DELETE function, then continue with the rest of the Text sample session. Remember that you can also use the (F1) key (in ADD mode) to delete the character to the left of the cursor and close up text.

Copying Text from Another File

Address information from another Text file should be inserted above the salutation. Press (F3) to save the letter and return to the Main Menu. Press (I) to move the selection marker to the bottom half of the screen, then move the marker over the ADDRESS file, and press (ENTER). The name/address information of Mr. Raymond's customers appears on the screen. To look up Mrs. Williams' address, press (CLEAR) (O) for FIND. Type **Wil** (using just part of the name, Williams) (ENTER) for the search string. The cursor moves to the W of Williams.

Anytime you want to do something with a block of information (copy, insert, delete), you must first select and define the text block using the function, SELECT. Move the cursor to the M of Mrs. and press (CLEAR) (6) to select the beginning of the address block, then press (I) three times to select the three lines of Mrs. Williams' address block. Press (CLEAR) (7) to put a copy of the address block in the copy buffer.

To create a new file in which to put a copy of the address block, press (CLEAR) (7) again. At the bottom of the screen, you see:

From:

To:

Press (ENTER) to skip the From prompt, and for the new filename, type **Williams** (ENTER). Since you are finished using this file, press (F3) to return to the Main Menu. Press (I) to move the selection marker to the file section, then move the marker over LETTER and press (ENTER).

When the letter reappears, press **CLEAR** (7) to use the COPY function again. Type **Williams** **ENTER** to load the copy buffer from that file. To insert the address block above the salutation, make sure the cursor is at the beginning of the letter, and press **CLEAR** (9) to INSERT the contents of the copy buffer at the current cursor position.

You need to add a blank line between the customer's address and the salutation. Check the label line at the bottom of the screen to make sure you're in ADD mode. If REPLACE is displayed instead of ADD, press **CLEAR** (2) to change typing modes. Move the cursor to the D of Dear and press **ENTER** to create a blank line.

Edwin Raymond's return address should be placed above Mrs. Williams' address. A Text file called LHEAD contains the standard heading Edwin uses at the top of all his correspondence. Press **CLEAR** (1) to move the cursor to the beginning of the text. To insert the Text file, LHEAD, at the top of the letter, press **CLEAR** (4) for MERGE, then type **Lhead** **ENTER** for the filename.

The address information appears at the beginning of the document, and now the letter looks like this:

Edwin Raymond
4000 Seville Avenue
Fort Worth, Texas 76126
Date
Mrs. Eliot Williams
1908 Florida Avenue
Denton, Texas 70912

Dear Mrs. Williams:

I am writing to confirm your agenda for the upcoming month. I have you scheduled for the following days:

3/1/85 Bridal shower for 15 at 1:00
3/3/85 Luncheon for 8 at noon
3/12/85 Afternoon tea for 6 at 3:00
3/26/85 Dinner for 12 at 8:00
3/31/85 Wedding reception for 60 at 7:30

If any of the above information is incorrect, please inform me as quickly as possible, as March appears to be a very busy month. Also, we need to get together soon to arrange the menus

Sincerely,

Edwin Raymond

2 TEXT

Move the cursor to the D of the Date line. Press **CLEAR** **(2)** to switch to REPLACE mode, then type **February 25, 1985** **ENTER**. To add a blank line between the addresses, move the cursor to the M in Mrs. and press **ENTER**.

Note: With the addition of two address blocks, the letter now contains more than 22 lines — the maximum number of text lines that can be displayed on a screen. Press **CLEAR** **(1)** to move the cursor to the end of the letter to see the lines that would not fit on the screen.

Printing Text

Before printing text it is a good idea to make the line width displayed on the screen coincide with the line width that will be printed on a page. By using the function, FORMAT, you can get a rough idea of what the text will look like when it is printed. To change the displayed line width, press **CLEAR** **(3)** for FORMAT. The default (built-in) width value is 70. Since the letter will be printed with a line width of 50, type **50** **ENTER** to change the display.

The letter now looks like this:

Edwin Raymond
4000 Seville Avenue
Fort Worth, Texas 76126
February 25, 1985

Mrs. Eliot Williams
1908 Florida Avenue
Denton, Texas 76012

Dear Mrs. Williams:

I am writing to confirm your agenda for the upcoming month. I have you scheduled for the following days:

3/1/85 Bridal shower for 15 at 1:00
3/3/85 Luncheon for 8 at noon
3/12/85 Afternoon tea for 6 at 3:00
3/26/85 Dinner for 12 at 8:00
3/31/85 Wedding reception for 60 at 7:30

If any of the above information is incorrect, please inform me as quickly as possible, as March appears to be a very busy month. Also, we need to get together soon to arrange the menus.

Sincerely,

Edwin Raymond

Note: Use the arrow keys to see the entire letter.

Make sure your printer is properly connected and on-line. Use standard 8½ by 11 inch paper (80-column computer paper), and align the paper in the printer. Advance the paper so that the printer head is on the sixth line to manually set the top margin.

Press **F2** to display the subfunctions menu. At the bottom of the screen, you see:

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
HELP	ALARM	CALC	PHONE	SCREEN	PRINTER	DATE	ALARM	OFF	

2 TEXT

Press **CLEAR** **5** to display the **PRINTER** settings. The screen shows the default values for the five settings.

PRINTER SETTINGS	
Left Margin:	0
Printed Line Width:	70
Total Lines per Page:	66
Printed Lines per Page:	60
Pause between Pages (Y/N):	Y

The default setting for the Left Margin is shown as 0. Type **15** **ENTER** to make the left margin approximately 1½ inches from the edge of the paper. The next setting, Printed Line Width, is the number of characters you want a printed line to contain. To change the default line width of 70 to 50, type **50** **ENTER**.

Total Lines per Page refers to your paper size — the number of lines on the entire page. The default value for Total Lines per Page, 66, is used for both regular computer paper (8½ by 11 inches) and wide, 132-column computer paper (14 by 11 inches). Press **ENTER** to use the displayed default value of 66.

Printed Lines per Page refers to the number of lines you want printed on the page. This value equals the number entered for Total Lines per Page minus the number of blank lines you want at the top and bottom of a page. After you manually adjust the printer aligning the paper to start printing from the line at the printer head position, double that line value and then subtract that from the Total Lines per Page value.

For this example, you aligned the paper to start printing on the sixth line. To have the bottom margin also contain six blank lines (and the top margin of any subsequent pages), you subtract 12 from 66 and the result, 54, is the value for Printed Lines per Page. Type **54** **ENTER** to change the Printed Lines Per Page default.

If you are printing on continuous form paper, you would type N (ENTER) to choose the N (no pause) setting. N tells the computer not to stop after printing each page. If you are printing on single sheets, press (ENTER) to keep the Y (pause) default. The setting for Pause between Pages does not really matter in this example since the letter is less than one printed page. For this example, simply press (F3) to skip the last prompt and to redisplay the Text function label lines, then press (CLEAR) (1) to start printing.

Exchanging Text

After the printer has stopped, press (F3) to save the letter file and return to the Main Menu. At the Main Menu, press (1) then move the marker over ADDRESS and press (ENTER). The name/address information of Mr. Raymond's customers reappears on the screen. Press (F2) to display the subfunctions menu, then press (CLEAR) (0) for the Text Help screen. The screen shows:

Text

To select a function, press [CLEAR] and number/character key.

- [6] SELECT beginning of block, move cursor to end of desired block, then COPY or DELETE.
- [7] COPY SELECTed block to copy buffer or add TO specified Text file. Or load COPY buffer FROM a specified Text file.
- [8] DELETE current character or SELECTed block.
- [9] INSERT contents of copy buffer at cursor position.
- [E] EXCHANGE search string match with replacement string. Enter search/replacement strings. Press [Y] or [N] at all matches or [BREAK] to cancel search/replace process.

Press F3 to Return

To see the next help screen, press **(ENTER)**.

Text

To select a function, press **[CLEAR]** and number key.

- [0] FIND specified string. Enter search string for first match.
Press **[CLEAR]** [0], **[ENTER]** to search for next match.
- [1] PRINT document. First, check PRINTER settings on subfunctions menu.
- [2] ADD/REPLACE switch. Switch between insert (ADD) and overstrike (REPLACE) modes.
- [3] FORMAT screen display. Enter desired line width.
- [4] MERGE another Text file at cursor position. Enter filename.
- [5] SAVE copy of current document to disk. Enter new filename or press **[ENTER]** to use original filename.

Press Enter to Continue

Press **(F3)** to return to the previous screen.

The only Text function you have not used yet is the last one shown on the above Help screen, EXCHANGE. The EXCHANGE function lets you find a specific string of characters throughout a text file and replace the string with different text.

For example, suppose you wanted to change almost every occurrence of Fort Worth to Dallas. Press **(CLEAR)** **(E)** for EXCHANGE then type **Fort Worth** **(ENTER)** for the Search string. Next, for the Replacement string, type **Dallas** **(ENTER)**.

The cursor moves to the first occurrence of Fort Worth in Cindy Beauchamp's address and you are asked Replace? (Y/N). Press **(Y)**. The Replacement string, Dallas, is substituted for the Search string, Fort Worth, and then the cursor moves to the next occurrence of the Search string in Ellen McKinney's address. Press **(N)** to keep this occurrence of Fort Worth. The cursor moves to the last address and asks you Replace? (Y/N). Press **(Y)**. The Text labels lines reappear.

To change the addresses back to the way they were originally, press **(CLEAR)** **(I)**, then press **(CLEAR)** **(E)** for EXCHANGE again. This time, type **Dallas** **(ENTER)** for the Search string and **Fort Worth** **(ENTER)** for the Replacement string. Press **(Y)** at the first occurrence, **(N)** at the second occurrence, and **(Y)** at the last occurrence. Now the Address file is the same as when you opened it.

Using Calculator Within Text

You can select the subfunction, CALCULATOR, while using any application. Before exiting Text and returning to the Main Menu, experiment with Calculator. Press **(F2)**, then press **(CLEAR) (2)** to use Calculator. The Text label lines at the bottom of the screen are replaced by the Calculator labels and a small window to display figures.

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]		0.0
ADD	SUBTR	MULT	DIV	PERCENT	+/-	CA	CE	+	

Calculator works just like a hand-held calculator, except that both the accumulator (the result of the last mathematical operation) and the operand (the number upon which the operation is performed) are always visible. (You usually can enter and see only one number at a time on a hand-held calculator.)

For example, to add 5 and 1, type **5 (ENTER)**, **1 (ENTER)**. The answer, 6.0, (the accumulator) is displayed on the top line. To subtract 4 from 6, press **(CLEAR) (1)** for SUBTR, then type **4 (ENTER)**. The top line changes to 2.0.

Division and multiplication are done in the same fashion. To multiply 2 by 10.3, type **10.3 * (ENTER)**. (To multiply, you can use the **(CLEAR) (2)** function or type *****.) The accumulator is now 20.6. To divide 20.6 by .4, press **(CLEAR) (3)**, and then type **.4 (ENTER)**. The answer, 51.5, is shown on the top line. Note that it doesn't matter in what order you do things: you can type the operand or select the mathematical operation first. In either case, once you press **(ENTER)** the operation is performed and the answer is displayed.

Now suppose you want to know what 25 percent of 51.5 is. Type **%** (or press **(CLEAR) (4)**), and then type **25 (ENTER)**. The accumulator changes to 12.875. The PERCENT function takes the operand you enter and gives that percentage of the accumulator, displaying the result on the top line.

2 TEXT

CLEAR **5** changes the sign of the operand from positive to negative and vice versa. For example, to divide 12.875 by a negative 4, press **CLEAR** **3** for DIVIDE, then **CLEAR** **5** to change the sign of the operand to negative, then type 4 **ENTER**. The answer, shown on the top line, is -3.21875.

The **CA** function erases both the top and bottom lines and sets the operation to ADD. Press **CLEAR** **6** for CLEAR ALL (CA) to start over. Type 51.5 **ENTER**.

If you make a mistake in typing an operand, press **CLEAR** **7** before you press **ENTER** to perform the operation. When you use the CE (Clear Entry) function, only the last number typed (the operand) is erased — the original arithmetic operation is still performed. For example, suppose you want to take 30% of 51.5 and instead you accidentally type 25. Press **CLEAR** **4** for PERCENT, then type 25. Press **CLEAR** **7** to erase the 25, then type 30 **ENTER**. The new result is 15.45.

To exit Calculator and return to Text, press **F3**. The bottom lines change back to the Text labels.

Exiting Text

To exit Text, press **(F3)** to return to the Main Menu. **(F3)** saves a newly created document you just typed or any editing changes made to an old document. When you press **(F3)**, the Text file (and any revisions made to it) is saved on disk, and you also exit Text and return to the Main Menu.

If you do not want to save a newly created document or the editing changes made to an old document, press **(SHIFT) (F3)**. When you press **(SHIFT) (F3)**, you are asked if you want to Cancel Edit? (Y/N). Press **(Y)** to return to the Main Menu and not save a new document or any editing changes made to an old document. If you were editing an old document, the text file is "unedited" — it is exactly the same as it was when you first opened it for revisions. Press **(N)** if you want to continue editing and do want to save the changes you've made.

If you have edited a file and want to keep the file as it was originally entered plus have a new file including all changes, use the **SAVE** function by pressing **(CLEAR) (5)**. Then, enter a name for the new file with the editing changes.

FILER

To select the file, CLIENTS, from the Main Menu, place the selection marker over CLIENTS under the Filer column and press **(ENTER)**. The screen soon shows the first record in the Clients file.

FILER [CLIENTS]		First Record	02/25/85 10:30am						
Last Name.....*	Beauchamp								
First Name.....*	Cindy								
Address.....*	2209 Riverdale Road								
Address.....*									
City.....*	Fort Worth								
State.....*	Tx								
Zip Code.....*	76107								
Phone.....*	817-883-1267								
Acct Bal (\$).....*#	Ø								
Remarks.....*	Prefers French cuisine, very dry wines. Allergic to almonds. Member of Riverdale Country Club.								
[0] FIND	[1] CALL	[2] DISPLAY	[3] PRINT	[4] FORM	[5] MERGE	[6] SELECT	[7] COPY	[8] DELETE	[9] ADD

Edwin Raymond previously set up this form to use for clients. All records of his clients taken together make up the file, Clients. A form is divided into two parts: labels are in the left column, and the right half of the screen is for entering the actual data for the client. For example, Last Name is a label, and Beauchamp is the data field.

The pound sign (#), next to the Account Bal (\$) label, indicates that numeric data must be entered in this field. However, you can also use the NUMBER function, which displays a pound sign in the label area, when creating a form to make any data field, text or numeric, right-justified for print and display purposes. An asterisk (*) in the label area indicates that the information in the label and data areas will be printed or displayed if you choose those functions.

3 FILER

Press **CLEAR** (→) to see the next record. The screen shows a form filled in for Frederick Davis.

FILER [CLIENTS]		02/25/85 10:30am
Last Name.....*	Davis	
First Name.....*	Frederick	
Address.....*	6601 Oak Boulevard	
Address.....*		
City.....*	Arlington	
State.....*	Tx	
Zip Code.....*	77109	
Phone.....*	817-256-9011	
Acct Bal (\$).....*#	217.33	
Remarks.....*	Outstanding bill for 1/15/85 dinner. Sent 1/31/85. Call if not paid by 2/28/85.	
[0] FIND	[1] CALL	[2] DISPLAY
	[3] PRINT	[4] FORM
	[5] MERGE	[6] SELECT
	[7] COPY	[8] DELETE
		[9] ADD

Records are arranged in alphabetical order or ascending numerical order, depending upon what kind of data is entered for the first label of a form. For example, if clients were given account numbers and Account # was the first label of the form, the records in the Clients file would be arranged according to ascending account number.

Note: You can arrange records using any label you wish when you create a form using the ORDER function. This topic is explained later in this section.

Finding Records

Suppose that you would like to see all records of clients who live in Fort Worth. Press **CLEAR** (O) for FIND. A blank form is displayed. New label lines appear at the bottom of the screen with function keys you can use while in FIND mode. To skip the first four data fields, press (↓) (or **ENTER**) until the marker is on the data field for City. To see all records whose city equals Fort Worth, type **Fort Worth** (**ENTER**). Press (**F3**) to return to the original Filer screen and display the first match found. Cindy Beauchamp's record reappears on the screen.

3 FILER

Press **CLEAR** **→** to see the next match found. The screen shows the record of Laura Wordsworth.

Press **CLEAR** **0** for FIND again. Suppose you want to print a list of those customers who have an outstanding balance in their account (Account Balance > 0). Press **CLEAR** **4** to RESET the search criteria. Press **↓** until the marker is positioned on the Account Bal line. Press **CLEAR** **1** to change the operator from "equal to" to "greater than or equal to." Then, type 1 **ENTER** for the amount.

Note: = is the default operator to find an exact match of the search criteria entered, but you can change the operator by pressing **CLEAR** **1** to look for a match GREATER than or equal to or **CLEAR** **2** for LESS than or equal to.

Presently, all the labels and data fields are marked to be printed or displayed as indicated by an asterisk on each label line. To display and print labels and data for the labels, Last Name, First Name, and Account Balance only, you need to "unmark" the rest of the labels.

Before exiting the FIND screen, move the marker to the first address line, and press **CLEAR** **6**. The asterisk disappears so that now the first Address label and information will not be displayed or printed. MARK switches back and forth from marking to unmarking a label and associated data for printing and displaying.

Move the marker to the second address line, and press **CLEAR** **6** to unmark that label. Repeat this process for the City, State, Zip Code, Phone, and Remarks labels. When only the labels, Last Name, First Name, and Account Balance, have an asterisk next to them, press **F3** to return to the original Filer screen. The first record with an outstanding balance, that of Frederick Davis, is displayed.

The two functions, DISPLAY and PRINT, list a group of records (rather than just one record at a time) in horizontal format. To display a list of those customers who have an account balance equal to or greater than \$1.00, press **CLEAR** **2**. The screen soon displays the list of records that match the FIND criteria.

3 FILER

FILER - DISPLAY [CLIENTS]			Find Mode	02/25/85	10:30am
Last Name	First Name	Acct Bal			
Davis	Frederick	217.33			
Helmer	John	650.51			
Williams	Eliot (Mrs.)	88.00			
[End of List]					
[0]	[1] CALL	[2]	[3] PRINT	[4]	[5]
			[6] SELECT	[7] COPY	[8] [9]

The labels are displayed on the top line with the data of the matching records below the appropriate label column.

To print this information, first make sure that your printer is on-line and that the paper is advanced so that printing will begin about an inch or so from the top of the paper (about six lines from the top). Next, you need to check the printer settings, so press **(F2)**, then **(CLEAR) (5)**. To change the printer settings, type **0 (ENTER)** for Left Margin, **80 (ENTER)** for Printed Line Width, **(ENTER)** to keep 66 for Total Lines per Page, then type **60 (ENTER)** for Printed Lines per Page.

Press **(F3)** to return to Filer, then press **(CLEAR) (3)** to print. The records are printed exactly the way they appear on the screen when you display them. To exit the DISPLAY screen, press **(F3)**. The lines with the original function keys reappear.

To add a new record, press **(CLEAR) (9)**. A blank screen appears so that you can fill in the information for the new client. For Last Name, type **McKinney (ENTER)**. For First Name, type **Ellen (ENTER)**. Type **3398 Ridgeway (ENTER)** in the first address line, then type **Apartment 500 (ENTER)** in the second address line. For City, type **Fort Worth (ENTER)**, then for State, type **Tx (ENTER)**. Type **76103 (ENTER)** for the Zip Code. For Phone, type **8173338166 (ENTER)**. Type **0 (ENTER)** for the account balance. For the last item, Remarks, type **Prefers Szechwanese cuisine -- very spicy.**

To exit ADD mode, press (F3). Press (CLEAR) (0) for FIND, then press (CLEAR) (4) to clear the current FIND selections. Press (F3) to return to the original Filer screen and the first record in the file, Cindy Beauchamp. To call Cindy Beauchamp, press (1) until the marker is on the Phone line. If you were to actually make the phone call now, you would press (CLEAR) (1) to have the number automatically dialed for you.

Creating a New Form

Now, you are going to create a special form for the stores and companies Edwin uses. Press (F3) until the Main Menu is displayed. Select the Filer application again. Type **Supplier** (ENTER) as the name of the new file you are creating. A blank FORM screen is displayed when you create a new file to contain information on a particular subject, and you see the FORM function key label lines:

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
ORDER	PACK	NUMBER						DELETE	ADD

For the first label, type **Company** (ENTER). The rest of the space allocated for the label is filled with periods, a colon is inserted, and the cursor automatically moves to the first position in the data area. Press (ENTER) to fill the rest of the line with periods. When you actually enter data for this label, you will be able to type 59 characters for a firm's name. Press (ENTER) to return to the label area.

For the second label, type **Contact** (ENTER), then press (ENTER) again to indicate the data area. Press (ENTER) to return to the label area, then type **Address** (ENTER) for the next label. Press (ENTER) twice. To create an additional address line, repeat the above instruction — type **Address**, then press (ENTER) three times.

Type **City**, then press (ENTER) three times for the fifth label. Next, type **State** (ENTER). To limit the number of characters to two for the standard two-letter state abbreviation, type .. (ENTER). When you enter data for State, you will be able to enter only two letters in the data field.

Type **Zip Code** (ENTER) for the next label, then type (ENTER) for the data field. Press (ENTER) to create a blank line below Zip Code. Type **Phone** and press (ENTER). To specify the phone number format, type (ENTER). Press (ENTER) to create a blank line below Phone. For the next label, type **Amount Due** (ENTER). To limit the number of digits that can be entered to seven plus a decimal point, type eight periods and press (ENTER).

Press (ENTER) to create a blank line, then for the last label, type **Remarks** (ENTER). To create the maximum amount of space that a data field can contain (255 characters), press (ENTER), then hold down (CLEAR) (9) to ADD data space until the cursor stops.

Your form should look like this:

Company	
Contact	
Address	
Address	
City	
State	
Zip Code	
Phone	
Amount Due	
Remarks	

One more label needs to be added. Press (ENTER) to move the marker to the label area. To insert a label between Phone and Amount Due, move the cursor to the beginning of the Amount Due line, and press (CLEAR) (9) to ADD a label. Type **Due Date** (ENTER) as the label. To specify the format for the date, type ./. /. (ENTER).

To specify a data field as numeric, use the NUMBER function. When the marker is on the Amount Due line, press (CLEAR) (2). The dollar amounts will be right-justified after you enter data for this label and the record has been added to the file.

Arranging Records Using ORDER

Use the ORDER function to arrange the records according to one or more fields. For example, suppose Edwin wants the records to be sorted according to Due Date and Company. Once you specify Due Date as the first label by which to sort and then Company as the second label by which to sort, the records are arranged so that the first record displayed has the earliest Due Date, and then if two records have the same Due Date, the record that comes first alphabetically is displayed before the other record.

Note: If you don't specify the order in which you want to sort records, the program automatically arranges the records in ascending order using the first label on the form. In this case, if no order is specified, the records are arranged alphabetically according to Company.

To specify Due Date/Company order, move the marker to the Due Date label and press **(CLEAR) (0)**. Press **(ENTER)** for the Priority number to have the program automatically take the next logical number (in this case, 1). Note that the priority number is displayed after the label. Next, move the marker to the Company label, and press **(CLEAR) (0)**. Press **(ENTER)** to use 2 for the next priority number.

You need to make one more modification. Suppose you decide you really don't need that last line to enter data for Remarks. To delete the fifth data line, move the marker to the Remarks line and press **(ENTER)** to move the marker to the data area. Press **(↓)** to move the cursor to the beginning of the last line, then hold down **(CLEAR) (8)** for DELETE until the entire line of periods has been erased.

Adding New Records

Now that the form is complete, press **(F3)** to exit the FORM screen. A blank form is displayed so that you can now start adding records. Fill in the form with the data below, pressing **(ENTER)** after typing information for a data field. When you get to the data field for Remarks, press **(CLEAR) (9)** to store this record and add another.

Company2*: ABC Exterminators
Contact*: Roy Johnson
Address*: 4000 Main Street
Address*: P.O. Box 112
City*: Fort Worth
State*: Tx
Zip Code*: 76101

Phone*: 817-990-1212

Due Date1*: 03/05/85
Amount Due*: # 33.87

Remarks*:

After you save a record by using the ADD function, a blank form reappears for adding a new record. Type the following data for the next two records, pressing **(ENTER)** after typing information for a data field. Press **(ENTER)** to skip the second Address line, and then press **(CLEAR) (9)** after you enter the Amount Due.

Company2*: LaFrance Bakery
Contact*: Jacqueline Dominique
Address*: 634 Trinity Avenue
Address*:
City*: Fort Worth
State*: Tx
Zip Code*: 76018

Phone*: 817-732-5766

Due Date1*: 03/01/85
Amount Due*: # 45.14

Remarks*:

Company2*: Petta Linen Service
 Contact*: Giorgio Petta
 Address:*: 6501 Blackwood
 Address:*:
 City*: Fort Worth
 State*: Tx
 Zip Code*: 73092

Phone: 817-482-7371

Due Date1*: 03/06/85
 Amount Due*# 17.16

Remarks*:

Type the information shown below for the last record. When you get to the Remarks data field, type each line and then press the space bar to move the cursor to the beginning of the next line. Since word-wrapping is not automatic, fill the rest of the line with spaces whenever you want to start a new line. When you're finished typing the Remarks information, press **(F3)** to save the last record and exit ADD mode.

Company2*: Young's Fish Market
 Contact*: Ann Young
 Address*: 554 2nd Avenue
 Address:*:
 City*: Fort Worth
 State*: Tx
 Zip Code*: 77069

Phone*: 817-563-2199

Due Date1*: 03/02/85
 Amount Due*# 78.44

Remarks*: DAILY SPECIALS: Monday - Fresh lobster. Tuesday - Shrimp.
 Wednesday - Red snapper. Thursday - Crab. Friday - Lake trout.
 Saturday - Oysters and clams.

You can see that the records have been sorted according to the Due Date/Company order because the record with the earliest due date, March 1, is LaFrance Bakery, and that record appears on the screen even though the first record entered was for ABC Exterminators. Now press **(CLEAR)** to see the record with the next due date. The record for Young's Fish Market is displayed, although this was the last record entered. To see the last record in the file according to the ORDER criteria, press **(CLEAR)**. The record for Petta Linen Service is displayed because this record has the last due date, March 6.

3 FILER

Before returning to the Main Menu, read the notes below on the other functions that you can use in Filer. After you are finished, press **(F3)** to return to the Main Menu.

Other Functions

Use the **CALL** function to dial the telephone number on which the marker is currently positioned. To use the **CALL** function, you must have your computer properly connected to an automatic dialing modem. Phone numbers should be entered in the format, ###-###-####, where the first three digits are the area code, followed by the rest of the phone number.

The function, **PACK**, on the **FORM** screen is used to improve the "efficiency" level of a file. If you change the form or frequently add or delete records, the amount of wasted space in the file (and on disk) increases which, in turn, decreases the efficiency of the file. If your efficiency level has declined from A to C or D, use **PACK** to "clean up" the file and compress the data as compactly as possible.

Use **SELECT** (on the original **FILER** screen after records have been added) to define the data you want to put into a text file via the copy buffer. Next, use the **COPY** function to put the selected data into the copy buffer, then specify to which Text file you want to copy.

To merge the records from another Filer file with the current file, use the **MERGE** function. The format of the other file must exactly match that of the current file. If both the label and data fields are set up in the same manner, the records from the other file will be added to and properly sorted in the current file.

Use the **DELETE** function to delete the entire record currently displayed. Note that the **DELETE** function erases the **whole** record, not just the highlighted data field.

WORKSHEET

To open the file, Budget, and select the spreadsheet application at the same time, move the selection marker to Worksheet, then press **(1)** and **(ENTER)**. The screen soon shows a spreadsheet for Edwin Raymond's home budget.

WORKSHEET	[BUDGET]					02/25/85	10:30am
1	2	3	4	5	6	7	
	BUDGET FOR JAN 1985						
3	EXPENSE	BUDGET	ACTUAL	NET			
4	CATEGORIES	AMOUNT	AMOUNT	AMOUNT			
5							
6	Car Paymnt	250.00	250.00	0.00			
7	Car Gas	80.00	60.00	20.00			
8	Home Gas	50.00	87.13	-37.13			
9	Electric	75.00	39.89	35.11			
10	Water	25.00	17.25	7.75			
11	Phone	50.00	61.10	-11.10			
12	Rent	400.00	400.00	0.00			
13	Insurance	65.00	65.00	0.00			
14	Grocery	150.00	113.57	36.43			
15	Fun	100.00	165.00	-65.00			
16							
17	TOTALS	1245.00	1258.94	-13.94			
Select Command:							
R 1 C 1							Free Memory 5153
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]
FIND	CALC	FORMULA	TEXT	FORMAT	MERGE	SELECT	COPY
							[8] [9]
							DELETE INSERT

The filename and time are displayed on the top line of the screen. The screen, itself, is just a small portion of a "worksheet" on which you can enter data. A worksheet can contain up to 99 columns and 99 rows, while one screen of a worksheet (called a "window") consists of 17 rows and 7 columns. The highlighted rectangular box that is currently positioned at Row 1, Column 1 (Cell 1,1) is called the entry marker.

The blinking cursor below Row 17, which looks like an underline character, is on the "data entry line." As you type data, it is displayed both on the data entry line and in the cell in which the entry marker is positioned. After you press **(ENTER)** (or an arrow key), the data is "entered" into the cell, and the data entry line is blank so that you can enter new data.

Below the data entry line is the command line at which you are prompted to select a command. Sometimes, additional instructions will be displayed on the command line for you to specify exactly what you want done.

Below the command line and right above the function keys is the "cell status line" that shows the cell currently highlighted by the entry marker (R1C1), the contents of the cell (this cell is empty), and the amount of free memory you have to enter data. The amount of memory you have may differ, but in this example, 5153 additional characters could be entered.

Creating a Simple Budget Worksheet

This budget compares Edwin's budgeted amounts for expense categories with the actual amounts he spent during the month of January. Now you are going to recreate this worksheet, step by step, to learn how to use the Worksheet's basic functions.

Press (F3) to return to the Main Menu. Move the selection marker over Worksheet and press (ENTER). The screen soon shows a blank screen for creating a new worksheet. On the command line, you are prompted to enter a filename for the spreadsheet you are about to create. Type **Example** (ENTER) for the filename.

Entering Labels and Text Data

First, you are going to enter column and row headings. Press the (CAPS) key once to enter these labels in capital letters. In Cell 1,1, the cell on which the marker is positioned, type **EXPENSE**. Note that Select Command was replaced by Enter Text to show the type of contents the cell contains. Press (↓) to move the marker to Cell 2,1 (Row 2, Column 1), and type **CATEGORIES**.

Note: Remember that if you make mistakes in typing, you can use (F1) to backspace and delete the previous character.

Press (→) and (↓) to move the marker to Cell 1,2. Press the space bar four times, then type **BUDGET**. Press (↓) once, then press the space bar four times. Type **AMOUNT** to complete the Column 2 heading.

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Move the marker to Cell 1,3, press the space bar four times, then type **ACTUAL**. Press **[]**, then the space bar four times. Type **AMOUNT** to finish the Column 3 heading.

Move the marker to Cell 1,4, press the space bar four times, then type **NET**. In Cell 2,4, press the space bar four times, then type **AMOUNT**.

Now you will enter the various expense categories. Press **[CAPS]** so that you can type both upper- and lowercase letters. Move the marker to Cell 4,1 to enter the first expense category. Type **Car Paymnt**. Press **[]** to move the marker to Cell 5,1, then type **Car Gas**. Type the rest of the expense categories in Column 1.

Home Gas in Cell 6,1
Electric in Cell 7,1
Water in Cell 8,1
Phone in Cell 9,1
Rent in Cell 10,1
Insurance in Cell 11,1
Grocery in Cell 12,1
Fun in Cell 13,1

Move the marker to Cell 15,1 to enter a label for Row 15. Press **[CAPS]**, then type **TOTALS**.

This is the way the basic form of the budget looks.

WORKSHEET [EXAMPLE]						02/25/85	10:30am		
1	2	3	4	5	6	7			
1 EXPENSE	BUDGET	ACTUAL	NET						
2 CATEGORIES	AMOUNT	AMOUNT	AMOUNT						
3									
4 Car Paymnt									
5 Car Gas									
6 Home Gas									
7 Electric									
8 Water									
9 Phone									
10 Rent									
11 Insurance									
12 Grocery									
13 Fun									
14									
15 TOTALS									
16									
17									
TOTALS									
Enter Text:									
RISC 1									
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
FIND	CALC	FORMULA	TEXT	FORMAT	MERGE	SELECT	COPY	DELETE	INSERT

Entering Numbers and Formulas

To enter the budget amount for the first expense category, Car Paymnt, move the marker to Cell 4,2. Type **250** **(ENTER)** for the \$250.00 car payment. Note that Select Command was replaced by Enter Number to show the type of contents the cell contains. Since the built-in display format for numbers is for financial data (the dollar format) with two decimal places, .00 was automatically added to the 250 you entered. Also, note that a number is right-justified within a cell, whereas text is left-justified.

Press **(↓)** to move the marker to Cell 5,2, then type **80** to enter the budget amount of \$80.00 for gasoline. Press **(↓)**, then type **50** for the budget amount for Home Gas. Type the budget amounts for the rest of the expense categories in Column 2.

75 in Cell 7,2
25 in Cell 8,2
50 in Cell 9,2
400 in Cell 10,2
65 in Cell 11,2
150 in Cell 12,2
100 in Cell 13,2

Next, you will enter a formula to add these numbers to come up with the total budget amount. Move the marker to Cell 15,2 and press **(CLEAR)** **(2)** for FORMULA. Type **SUM(R4)** **(ENTER)**. This formula tells the computer to add the numbers starting from Row 4 to Row 15, the row on which the entry marker is currently positioned. (This is a short cut way of entering the formula, $R4 + R5 + R6 + R7 + R8 + R9 + R10 + R11 + R12 + R13$.)

Now press **(CLEAR)** **(1)** to calculate the formula. The calculated budget amount total, \$1,245.00, is soon displayed in Cell 15,2.

To enter the actual amount spent for the first expense category, Car Paymnt, move the marker to Cell 4,3. Type **250**. Press **(↓)** to move the marker to Cell 5,3, then type **60**, and press **(↓)** to enter \$60.00 for the amount actually spent for gasoline. Type the actual amounts for the rest of the expense categories in Column 3.

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87.13 in Cell 6,3
39.89 in Cell 7,3
17.25 in Cell 8,3
61.10 in Cell 9,3
400 in Cell 10,3
65 in Cell 11,3
113.57 in Cell 12,3
165 in Cell 13,3

To enter a formula for calculating the total actual amount spent, move the marker to Cell 15,3, press **CLEAR** (2), then type **SUM(R4)** **ENTER**. Press **CLEAR** (1) to calculate the formula. The total actual amount, \$1,258.94, is soon displayed in Cell 15,3.

You need to enter one more formula to calculate the net amounts in Column 4. Move the entry marker to Cell 4,4, press **CLEAR** (6) for **SELECT**, then press (1) 11 times to indicate that Rows 4 through 15 are a single block and that all values in Column 4 are calculated using the same formula. Press **CLEAR** (2), then type **C2 - C3** **ENTER**. This formula takes each budget amount in Column 2 and subtracts the corresponding actual amount in Column 3 to calculate and display the net amount for that particular expense category in Column 4.

Now press **CLEAR** (1) to calculate the net amounts. The computed results are displayed row by row, expense category after expense category.

Printing a Worksheet

Next, you are going to enter a title for the worksheet as a finishing touch. Press **CLEAR** (1), then **CLEAR** (←) to move the marker to Cell 1,1. To insert two blank rows to make room for the title at the top of the worksheet, first, press **CLEAR** (←) to move the marker to the column containing the row number labels, then press **CLEAR** (9) twice to **INSERT** two rows.

Press (←) twice to move the marker to Cell 1,2, then type **BUDGET FOR**. Press (←), then the space bar once, then type **JAN 1985** **ENTER**.

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Now that the entire budget worksheet is finished, you are ready to print it. If an entire worksheet fits on the screen, you can do a "window" print to print all data on the screen. (Worksheet screen data such as row and column numbers and the function keys will not be printed. They will be printed if you do a "screen" print using the subfunctions menu. See the *Reference Manual* for details.)

Before using the print function, make sure that your printer is on-line and that the paper is advanced so that printing will begin about an inch or so from the top of the paper (about six lines from the top). Next, to check the printer settings, press (F2), then (CLEAR) (5). You don't need to change any settings, so press (F3) to return to Worksheet. Now press (CLEAR) (P). The printed copy looks like the one below.

BUDGET FOR JAN 1985			
EXPENSE CATEGORIES	BUDGET AMOUNT	ACTUAL AMOUNT	NET AMOUNT
Car Paymnt	250.00	250.00	0.00
Car Gas	80.00	60.00	20.00
Home Gas	50.00	87.13	-37.13
Electric	75.00	39.89	35.11
Water	25.00	17.25	7.75
Phone	50.00	61.10	-11.10
Rent	400.00	400.00	0.00
Insurance	65.00	65.00	0.00
Grocery	150.00	113.57	36.43
Fun	100.00	165.00	-65.00
TOTALS	1245.00	1258.94	-13.94

After the printer has stopped, press (F3) to save the worksheet and return to the Main Menu.

Setting Up an Amortization Table

Now that you have finished constructing a simple worksheet, you may want to experiment with some of the Worksheet's more complicated and sophisticated features. In the following example, you will be creating a spreadsheet for an amortization schedule.

For each period, the fixed monthly payment is calculated and broken down into its two components: the interest and principal payments. There are three variables in this example: the original amount of the loan, the interest rate, and the number of periods over which the loan is to be amortized. The spreadsheet is divided into two parts: the top part is for entering the values for the variables, and the bottom part is the actual amortization table.

Move the selection marker over Worksheet and press **(ENTER)**. Type **Table (ENTER)** for the filename of the worksheet you are creating. At Cell 1,1, type **LOAN AMT**. Press **(↓)** to move the entry marker to Cell 2,1 (Row 2, Column 1), then type **INT RATE**. Next, move the entry marker to Cell 3,1 and type **PERIODS**.

Next, you want to instruct the program to let you enter these values when you use the Calculate function. Move the entry marker to Cell 1,2, next to **LOAN AMT**, press **(CLEAR) (2)** for **FORMULA**, then type **?LOAN**. Move the entry marker to Cell 2,2, press **(CLEAR) (2)**, then type **?INTEREST**, so that later you will be prompted to enter a constant value for the interest rate. Move the entry marker to Cell 3,2, press **(CLEAR) (2)**, then type **?PERIODS**.

Now, you are going to enter headings for seven columns. Move the entry marker to Cell 5,1, and type **Period**. Press **(→)**, then type **Balance**. Press **(→)** to move the marker to Cell 5,3, then type **Payment**. In Cell 5,4, type **Interest**. press **(↓)**, then right below Interest in Cell 6,4, type **Payment** to complete the heading for Column 4.

In Cell 5,5, type **Principal**, press **(↓)**, then type **Payment**. Move the entry marker to Cell 5,6, type **Cumulative**, then in Cell 6,6, type **Interest** to complete the Column 6 heading. For Column 7, the last heading, type **Cumulative** in Cell 5,7, then type **Principal** in Cell 6,7.

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Before you enter formulas, the spreadsheet needs to be formatted differently so that Columns 6 and 7 don't run together. To create more space between the columns, you are going to change the present (default) width of all columns from 10 to 11. Press **CLEAR** **[1]** to move the entry marker to the top row, then press **CLEAR** **[1]** to move the entry marker to the line containing the column numbers. Press **CLEAR** **[4]** for **FORMAT**, then type **ALL,11** **ENTER** to change the column width to 11 characters.

This is the way the spreadsheet should look now. Press **CLEAR** **[=]** to see Column 1.

WORKSHEET	[TABLE]					02/25/84	10:30am
1	2	3	4	5	6		
1	LOAN AMT						
2	INT RATE						
3	PERIODS						
4							
5	Period	Balance	Payment	Interest	Principal	Cumulative	
6				Payment	Payment	Interest	
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
Select Command:							
R 1C1	LOAN AMT					Free Memory	5445
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]
FIND	CALC	FORMULA	TEXT	FORMAT	MERGE	SELECT	COPY
						DELETE	INSERT

Entering the Amortization Formulas

The next step is to enter formulas for these seven columns. Column 1 is for entering all periods the loan covers. For example, this is a one-year loan, and thus has 12 periods. Move the entry marker to Cell 8,1, and type 1 **(ENTER)**. Next, move the entry marker to Cell 9,1, press **(CLEAR) (6)** for SELECT, then press **(I)** 10 times to indicate that Rows 9 through 19 are a single block and that all values in Column 1 are calculated using the same formula.

Press **(CLEAR) (2)** for FORMULA, then type $R8 + 1$ **(ENTER)**. This formula tells the program to take the value in the preceding row and the same column, add one, then display that value in the next row. For example, move the entry marker to Cell 19,1. The value in the last row selected, Row 19, will be the value in Row 18 (11), plus one, or 12, the last period in the loan. Thus, the original formula entered, $R8 + 1$, changes for each row so that when the value for Period 12 in Row 19 is calculated, the formula is $R18 + 1$.

Next, you are going to format Column 1 so that the period numbers don't run into the calculations that will be displayed in Column 2. Move the entry marker to Cell 8,1, press **(CLEAR) (6)**, then select Rows 8-19. Press **(CLEAR) (4)** for FORMAT, then type **LI (ENTER)**. L stands for left-justified, which means that the contents of all the selected cells will be flush left within the cell instead of the default right-justified format for numbers and calculated values. You also specified an integer (I) format, since the period numbers did not need to be shown in dollar, two-decimal format.

Column 2 shows the balance — the unpaid principal portion of the original loan amount. Move the entry marker to Cell 8,2. The balance for Period 1 is the entire amount of the loan that you will enter later as a constant value in Cell 1,2. Press **(CLEAR) (2)**, then type **R1C2 (ENTER)**. Next, move the entry marker to Cell 9,2, press **(CLEAR) (6)** for SELECT, then press **(SHIFT) (I)** to highlight Rows 9-19.

Press **CLEAR** (2), then type **R8C2 - R8C5** **ENTER**. This formula takes the value in the preceding row and the same column (the balance of the previous period), subtracts the value in the preceding row in Column 5 (the principal payment of the previous period) and displays the result in the next row. Therefore, the value in the last row selected (the balance of Period 12), Row 19, equals the Period 11 balance in Row 18 less the principal payment paid in Period 11, shown in Cell 18,5. When the value in Cell 19,2 is calculated, the original formula is changed to **R18C2 - R18C5**. (You can move the entry marker to Cell 19,2 to see that this is true.)

All values in Column 3 are the same to show the fixed payment that is paid every month on the loan. Move the entry marker to Cell 8,3, press **CLEAR** (6), then select Rows 8-19. Press **CLEAR** (2), then type **#R1C2*#R2C2/ (1- 1/(1 + #R2C2) !#R3C2)** **ENTER**. The number (or pound) sign (#) preceding a cell number indicates to **always** use the value in that particular cell. In other words, the original formula entered does **not** change for each row.

Note: This formula written in normal fashion is:

$$\text{Fixed payment} = (\text{Loan Amt.} \times \text{Int. Rate}) / (1 - 1/(1 + \text{Int. Rate})^n)$$

where **Loan Amt.** = original amount of entire loan,
Int. Rate = interest rate per period,
 and **n** = number of periods.

This complicated-looking formula defines the numerator as the value in Cell 1,2 (LOAN AMT) multiplied (*) by the value in Cell 2,2 (the interest rate). The denominator is 1 minus 1 over 1 plus the value in Cell 2,2 (INT RATE) raised to the value in Cell 3,2. (The number of PERIODS becomes an exponential power indicated by !.)

Column 4 shows the interest portion of each payment, which is the balance for a period multiplied by the interest rate. Move the entry marker to Cell 8,4, press **CLEAR** (6), then select Rows 8-19. Press **CLEAR** (2), then type **#R2C2 * C2** **ENTER**. For a particular period, this formula takes the value in the same row in Column 2 (a period's balance) and multiplies it by the interest rate you enter in Cell 2,2.

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The principal payment of each period, the part of the total payment which actually goes to paying off the balance of the loan, is displayed in Column 5. Move the entry marker to Cell 8,5, press **CLEAR** (6), then select Rows 8-19. Press **CLEAR** (2), then type **C3 - C4** **ENTER**. This formula takes the total payment value in Column 3 and subtracts the corresponding interest payment in Column 4 to come up with that period's principal payment.

Column 6 shows the cumulative interest — the interest paid-to-date for each period. Move the entry marker to Cell 8,6, press **CLEAR** (6), then select Rows 8-19. Press **CLEAR** (2), then type **CMT(#R8C4)** **ENTER**.

This formula gives the accumulated totals for all 12 periods plus the final total of all the values in Column 4, starting with Row 8, and displays these values in Column 6. For example, the interest paid-to-date for Period 4 is displayed in Cell 11,6 and equals the values of Cells 8,4, 9,4, 10,4, and 11,4. CMT stands for "column summation," and #R8C4 tells the computer to always start the cumulative summing from Cell 8,4 (the interest paid in Period 1).

The last column is for the cumulative principal — the principal paid-to-date for each period. (After all 12 periods have been calculated, the last figure in this column, the cumulative principal for Period 12, will equal the original amount of the loan.) Move the entry marker to Cell 8,7, press **CLEAR** (6), then select Rows 8-19. Press **CLEAR** (2), then type **CMT(#R8C5)** **ENTER**. The increasing values in this column show how the loan is gradually being paid off and retired.

Calculating and Reformatting a Worksheet

The spreadsheet is now completely set up, and you are ready to perform calculations. Press **CLEAR** (1), then **CLEAR** (—) to move the entry marker to Cell 1,1. This example involves an 18% one-year loan for \$1000.00.

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Press **CLEAR** **(1)** for CALCULATE. First, you are prompted to enter the LOAN AMT. Type **1000** **(ENTER)**. Next, type **0.015** **(ENTER)** for the INT RATE. (Remember, you need to divide the annual interest rate by 12 to get the monthly interest rate.) Type **12** **(ENTER)** for the number of PERIODS. After you enter a value for the last constant, the computed results are displayed row by row, period after period.

Note: The built-in display format for numbers is the \$ format with two decimal places. Although you cannot see the 5 you entered for 15.5%, it is in memory and was used during calculations.

You need to make a few final touches to make the spreadsheet look more professional. Although you want the data in the amortization table to be displayed in dollar and cents format (two decimal places), the interest rate cell needs to be modified to include up to four decimal places to cover the most common interest rate possibilities. Move the entry marker to Cell 2,2, and press **CLEAR** **(4)** for FORMAT. Type **D** **(ENTER)** so that you can change the default number of decimal positions, then type **4** **(ENTER)**. Now you can see the 5 that you entered earlier.

To specify an integer (I) format for the number of periods entered, move the entry marker to Cell 3,2, press **CLEAR** **(4)**, then type **I** **(ENTER)**.

Next, move the entry marker to Cell 8,2, and press **CLEAR** **(6)**. Press **SHIFT** **(←)** to select all the columns in the current window through Column 6, then press **(→)** to select Column 7. Next, press **SHIFT** **(↓)** to select all the rows in the current window through Row 17, then press **(↑)** twice to select Rows 18 and 19. Press **CLEAR** **(4)** for FORMAT, then type **L** **(ENTER)** to left-justify the contents of all selected cells.

Entering Free-Form Text

There are two ways you can enter text: by cell or by block. For simple row and column labels that don't require more than one or two cells, position the entry marker on the cell in which you want the text to appear, then type the text and press **(ENTER)** (as you did when entering the column and constant labels). To type a paragraph or block of text, use **SELECT** to define the area in which you want to type, then use the **TEXT** function to type the desired text.

The **TEXT** function lets you type "free-form" text rather than cell by cell. For example, suppose you want to add an explanatory note to the amortization table. Move the entry marker to Cell 21,1, press **(CLEAR)** **(6)**, press **(↓)** one time to include the next row, then press **(←)** three times. Now, press **(CLEAR)** **(3)** for **TEXT**. Type **NOTE: Personal loan received 2/28/85 from Saginaw Credit Union.** **(ENTER)**. To exit the **TEXT** function, press **(BREAK)**.

Just as in the **Text** application, word-wrapping is automatic and limited editing features are included, such as deleting, inserting, and formatting text. See the *Reference Manual* for details on editing text within the **Worksheet** application.

Printing a Large Worksheet

Before using the print function, make sure that your printer is on-line and that the paper is advanced so that printing will begin about an inch or so from the top of the paper (about six lines from the top). Next, to check the printer settings, press **(F2)**, then **(CLEAR)** **(5)**. You don't need to change any of the settings so press **(F3)** to return to the **Worksheet** screen.

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Since the amortization table is larger than one window, you need to select the area you want to print and then use the Print command. To quickly move the entry marker to Cell 1,1, press **CLEAR** **0** for FIND. You can use the FIND function to search for a specific string of characters (or numbers) or a specific cell. Next, type **R1C1** **ENTER** for Cell 1,1. Press **CLEAR** **6** for SELECT. Next, press **SHIFT** **→**, then **→** to select Columns 1-7. Next, press **SHIFT** **↓**, then press **↓** five times to select Rows 1-22. Make sure your printer is ready, then press **CLEAR** **P** for Print.

Your printout should look like this. (Compare your figures to make sure you entered all formulas correctly.)

LOAN AMT	1000.00					
INT RATE	0.0150					
PERIODS	12					
Period	Balance	Payment	Interest Payment	Principal Payment	Cumulative Interest	Cumulative Principal
1	1000.00	91.67	15.00	76.67	15.00	76.67
2	923.32	91.67	13.84	77.83	28.84	154.51
3	845.48	91.67	12.68	78.99	41.53	233.50
4	766.49	91.67	11.49	80.18	53.02	313.69
5	686.30	91.67	10.29	81.38	63.32	395.07
6	604.92	91.67	9.07	82.60	72.39	477.68
7	522.31	91.67	7.83	83.84	80.23	561.52
8	438.47	91.67	6.57	85.10	86.80	646.63
9	353.36	91.67	5.30	86.37	92.11	733.00
10	266.99	91.67	4.00	87.67	96.11	820.68
11	179.31	91.67	2.68	88.99	98.80	909.67
12	90.32	91.67	1.35	90.32	100.15	999.99

NOTE: Personal loan received 2/28/85 from Saginaw Credit Union.

To see the powerful recalculation ability of the spreadsheet application, press **CLEAR** **1**. Suppose that you are calculating a one-year loan for \$1000 at 15%. Type **1000** **ENTER** for the LOAN AMT. Next, for the interest rate, type **0.0125** **ENTER** for 15% divided by 12. For number of periods, type **12** **ENTER**. The lengthy, detailed calculations are performed almost instantly, saving you hours of calculating the formulas by hand. Note that with the lower interest rate, the fixed payment, shown in Column 3, has decreased from \$91.67 to \$90.25.

NOTE: Some FIGURES

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Other Functions

You may want to experiment with some of the other functions available in Worksheet. See the *Reference Manual* for details on using these functions. When you are finished using the spreadsheet program, press (F3) to save the Table Worksheet file and return to the Main Menu.

Use MERGE to save a selected block to diskette (without exiting the spreadsheet like the (F3) does) or load and insert data from another spreadsheet file at the current entry marker position.

Use COPY to copy a selected spreadsheet (or part of a spreadsheet) to a **new** Text file. (If you wish, you can then use the COPY or MERGE functions of the Text application to combine the new Text file containing the spreadsheet and an existing Text file. You can also use COPY to copy the contents of a row or column to insert in another row or column.

Use the DELETE function to delete the contents of a cell or a selected block of cells. To delete an entire column (or row), move the marker to the row (or lefthand column) containing the column number labels (or row number labels), then press (CLEAR) (8).

DELETE erases not only the data contents of an entire column (or row) but also any formula associated with that column (row). The data and formula in that column (row) is erased, and the data in the next column (row) shifts to the right (or up, in the case of a row). The column (row) numbers in formulas are changed so that the same values are used in calculations.

Use INSERT to insert the contents of the copy buffer in another row or column. You can also use INSERT to insert a blank row or column by moving the marker to the desired column or row number area, then using the INSERT function. The data and formula originally in that row (column) shift downward (or to the right, in the case of a column).

Note: As in the Text application, there are two ways of exiting Worksheet. Press (F3) to save a brand new worksheet or any editing changes made to an old worksheet. Press (SHIFT) (F3) if you changed the contents of a worksheet and then decided you wanted to keep the unedited version. (SHIFT) (F3) lets you retain the original worksheet and exit the Worksheet application.

CALENDAR

To select the Calendar file, Agenda, press **[F1]**, then **[F1]** to highlight both Calendar and AGENDA. When you press **[ENTER]** to open the file, you see a series of messages: Loading data, followed by Preparing Weekly Schedule, then Preparing Daily Schedule. A calendar screen for the current date (February 25, 1985) is soon displayed after the messages.

CALENDAR : [AGENDA]									
121.2.3.4.5.6.7.8.9.1011121.2.3.4.5.6.7.8.9.1011									
02/25/85 10:30am									
FEB 1985									
Mon*	***	*****	*****	*****	*****	*****	*****	*****
Tue*	***	*****	*****	*****	*****	*****	*****	*****
Wed*	***	*****	*****	*****	*****	*****	*****	*****
Thu*	***	*****	*****	*****	*****	*****	*****	*****
Fri*	***	*****	*****	*****	*****	*****	*****	*****
Sat*	***	*****	*****	*****	*****	*****	*****	*****
Sun*	***	*****	*****	*****	*****	*****	*****	*****
DATE	BEGIN	END	DESCRIPTION						
02/25/1985	00:00a	00:00a	Make appointment with accountant						
02/25/1985	00:00a	00:00a	Mom's birthday — call florist						
02/25/1985	00:00a	00:00a	Write confirmation letter to Wilson						
02/25/1985	05:30a	06:15a	Shop at fish and produce wholesale markets						
02/25/1985	07:30a	08:30a	Meet Bill at gym						
02/25/1985	08:30a	11:15a	Prepare food for Davis luncheon						
02/25/1985	11:45a	01:30p	Luncheon at Riverdale Country Club						
02/25/1985	02:00p	02:30p	Meeting with Club president						
02/25/1985	03:00p	05:30p	Prepare food for Roach dinner						
02/25/1985	06:30p	10:00p	Dinner at 7400 Seventh Street						
02/25/1985	10:30p	11:30p	Pick up cake and go to Mom's						
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
FIND	DATE		PRINT	ALARM	MERGE	SELECT	COPY	DELETE	ADD

The particular Calendar file with which you are working (Agenda) is shown on the top line, along with the system date you entered after powering up the computer. The current date (25) is also highlighted in the calendar block on the right.

Note: You can have several Calendar files to organize your events and schedules. For example, there can be a separate Calendar file for each month, or separate files for business and personal use, and so on.

12 CALENDAR

The top block on the left shows the schedule for the current week with the days of the week in the vertical column (always starting with the current day) and the hours of the day in the vertical line (starting with 12:00 a.m.). A period indicates a free time slot, that is, a time slot that has not been scheduled for an event. For example, note that there is nothing scheduled for 7:00 a.m. or 6:00 p.m. on Monday.

A time slot that has been taken by an event previously entered for the current week is indicated by *. For example, you can tell that Monday is the busiest day of the week, since it is almost full of *s. A ! indicates a time conflict — two different events scheduled for the same time. Looking at today's schedule, you can see that two events are scheduled for 8:30 a.m.

The bottom half of the screen shows the itemized agenda of events for the current day. All events and appointments displayed are scheduled for today's DATE, 02/25/1985. The next column, BEGIN, shows the time at which the event begins. The time at which the event ends is shown under the END column. A description of the event is shown in the last column.

You can change or delete events previously entered for the day's agenda and add new ones. For example, the name in the third event listed should be "Williams" instead of "Wilson." Press two times to move the marker to the third line, and press **SHIFT** three times to skip the first three "fields." (A field is a unit of information.) Now press until the cursor is over the "s" in Wilson, then type **liams** **ENTER**. You are always in "overstrike" mode while using Calendar so that you can quickly correct mistakes by typing over them. Note that after you pressed **ENTER**, the red light on the Drive 1 door went on as the Williams event record was being updated on the disk.

Finding Events

Now you are going to use some of the functions available in Calendar. Press **(CLEAR)** **(0)** for FIND.

The screen clears and changes to:

```

CALENDAR : [AGENDA]
121.2.3.4.5.6.7.8.9.1011121.2.3.4.5.6.7.8.9.1011
Mon .....**.*!*****
Tue .....***.....*
Wed .....*****
Thu .....***.....*
Fri .....***.....*
Sat .....*.....*
Sun .....*.....*
DATE      BEGIN    END      DESCRIPTION
=02/25/1985 =**:**a =**:**a =*****

[0] [1] [2] [3] [4] [5] [6] [7] [8] [9]
EQUAL GREATER LESS RESET
  
```

Suppose you want to find all events/appointments scheduled on or after February 25 associated with Mrs. Williams. Press **(CLEAR)** **(1)**, then **(ENTER)** for GREATER so that CALENDAR will find all events scheduled on or after February 25. Press **(ENTER)** twice to skip the BEGIN and END fields. For description, press **(-)** one time to skip over the first asterisk (*), then type **Williams**. * is a "wildcard" character that tells Calendar to ignore all characters before and after "Williams" in the description field and to list every occurrence with the name, Williams, in it.

15 CALENDAR

Now press **F3** to return to the original Calendar screen and display the events that match the FIND criteria. You now see these events listed:

02/25/1985	00:00a	00:00a	Write confirmation letter to Williams
03/03/1985	12:00p	02:00p	Williams' luncheon for 8
03/12/1985	03:00p	04:30p	Afternoon tea for Williams — 6 people
03/15/1985	02:00p	05:00p	Bridge at Williams' house
03/19/1985	09:00a	11:00a	Williams' business breakfast at Club
03/26/1985	08:00p	10:30p	Williams' dinner for 10
03/31/1985	07:30p	11:00p	Reception for Williams at Club — 60 people

Note: Use the DATE function (**CLEAR** **1**) to find and display all events that fall on a certain date. Use the FIND function when you want to find and display events that match other search criteria such as in the previous example.

Adding and Deleting Events

The same event you inserted in the letter while using Text needs to be added to the Calendar file. Press **CLEAR** **9**. For DATE, type **03011985** **ENTER**. After the marker moves to the BEGIN field, type **1p** **ENTER** for 1:00 p.m. For the END time, type **4:30p** **ENTER**. For Description, type **Bridal Shower for Williams - 15 people** **ENTER**.

Note: You can add an event anytime and anywhere on the screen. Calendar sorts the events chronologically and puts them in the appropriate date and time slot.

The two events scheduled for March 15th and 19th have been cancelled. To delete these events, first use SELECT to mark the events, then use the DELETE function. Press **I** to move the marker to the line on which the March 15th event is displayed. Press **CLEAR** **6** for SELECT. To include the next event, press **I** so that both events are highlighted. Now press **CLEAR** **8** for DELETE. The selected events are erased and the events below move up automatically.

2 CALENDAR

Before printing the events that match the current **FIND** criteria, make sure your printer is on-line. Advance the paper so that printing begins about an inch or so from the top. Press **(F2)**, then **(CLEAR) (5)** to see the current printer settings. You can use the current settings so simply press **(F3)** to return to the Calendar screen.

Now press **(CLEAR) (3)** for **PRINT**. Make sure your printer is ready, then press **(ENTER)** to start printing.

Putting Events into the ALARM File

Now Edwin wants to update his schedule by putting the first half of March's planned events into the **ALARM** file (the first three events through March 12th). To do this, select the desired events and then use the **ALARM** function. Move the marker to the second line containing the March 1st event and press **(CLEAR) (6)**. Press **(I)** two times to select the March 1st, 3rd, and 12th events, then press **(CLEAR) (4)** for **ALARM**. (The first event displayed, for February 25th, is already in the **ALARM** file.)

These three events are now in the **ALARM** file as well as the original **Calendar Agenda** file. The reminder time for an event is set at 30 minutes prior to the scheduled **BEGIN** time entered for the event. When **ALARM** is active and "turned on" to remind you of events, you hear a beep when an event's remind time occurs. (See the next section, "Alarm," for more details.)

Before returning to the Main Menu to select the **ALARM** application, read the notes below on the **MERGE** and **COPY** functions. After you are finished, press **(F3)**. You'll see the message, Closing file, then the Main Menu will reappear.

Other Functions

Use the MERGE function when you want to add all the events from another Calendar file to the current Calendar file, or add certain events of the current Calendar file to another Calendar file. For example, suppose you have two Calendar files, Business and Personal, and you are currently in the Business file and want to add all the events in the Personal file to the Business file. You would use the MERGE function to add all the events from the Personal file to the Business file. The newly added events are sorted chronologically in the current file.

If you want to add events of the current file to another Calendar file, first use the SELECT function to pick the desired events. Then use the MERGE function to specify to which file you want to add the selected events. For example, you may want to merge certain events to the ALARM file so that on the day those events occur, you'll be reminded of them every time you're at the Main Menu.

The COPY function is very similar to the "To:" option of MERGE, except that you are copying selected events to a new Text file.

For example, you could have copied all of the events involving Mrs. Williams to a new text file, then copied those events (using the Text application's COPY function) to the LETTER file instead of typing them in by hand.

To use COPY, first mark the desired events using the SELECT function. Then use the COPY function to specify to which new Text file you want to copy the selected events.

ALARM

Select Alarm by pressing **CLEAR** [3] at the Main Menu. You see the message, Loading data, then the screen soon shows the same February 25th events you saw in Calendar, plus the March events you merged into the ALARM file, except that the REMIND@ time is included.

ALARM						02/25/85 10:30am	
REMIND@	DATE	BEGIN	END	DESCRIPTION			
00:00a	02/25/1985	00:00a	00:00a	Make appointment with accountant			
00:00a	02/25/1985	00:00a	00:00a	Mom's birthday — call florist			
00:00a	02/25/1985	00:00a	00:00a	Write confirmation letter to Wilson			
05:00a	02/25/1985	05:30a	06:15a	Shop at fish and produce wholesale markets			
07:00a	02/25/1985	07:30a	08:30a	Meet Bill at gym			
08:00a	02/25/1985	08:30a	11:15a	Prepare food for Davis luncheon			
11:15a	02/25/1985	11:45a	01:30p	Luncheon at Riverdale Country Club			
01:30p	02/25/1985	02:00p	02:30p	Meeting with Club president			
02:30p	02/25/1985	03:00p	05:30p	Prepare food for Roach dinner			
05:45p	02/25/1985	06:30p	10:00p	Dinner at 7400 Seventh Street			
10:00p	02/25/1985	10:30p	12:00p	Pick up cake and go to Mom's			
12:30p	03/01/1985	01:00p	04:30p	Bridal shower for Williams - 15 people			
11:30a	03/03/1985	12:00p	02:00p	Williams' luncheon for 8			
02:30p	03/12/1985	03:00p	04:30p	Afternoon tea for Williams - 6 people			

[0] [1] [2] [3] [4] [5] [6] [7] [8] [9]
MERGE SELECT COPY DELETE ADD

Events scheduled for the current date in the Alarm file are displayed on the Main Menu to remind you of special occasions. You can enter events in Alarm or Calendar. The only difference is that when you add events using Alarm, you manually enter the REMIND@ time. The events displayed above were entered in Calendar and then placed in the Alarm file, and the REMIND@ time was automatically assigned.

Just like Calendar, you can change or delete displayed events or add new ones. To change information, simply move the cursor to the desired place using the arrow keys and type over the existing characters. For example, suppose you want to change the REMIND@ time of the 3:00 event on February 25th from 02:30 p.m. to 02:45. Press [↑] to move the marker to the 02:30p REMIND@ time, and then type **02:45p**. To change the name, Wilson, to Williams as you did in Calendar, press [↑] and [→] to move the marker to the third event, then press **(SHIFT) [→]** to move to the DESCRIPTION. Press [→] to move the cursor to the s of Wilson and type **liams (ENTER)**.

9 ALARM

Edwin has decided to have a breakfast meeting with his attorney at 7:00 a.m. instead of meeting Bill at the gym. Move the marker to the event with the 7:00a REMIND@ time, and press **CLEAR** (8) for DELETE. Now press **CLEAR** (9) to ADD an event. Type 6:30a **ENTER** for the REMIND@ time. For DATE, press **ENTER** to use the displayed system date. Type 7a **ENTER** for BEGIN time, then type 8a for END time. For the DESCRIPTION, type **Breakfast w/ lawyer @ Annie's** **ENTER**. After you enter all information for the event, it is automatically inserted in the appropriate time slot.

Note: You could also have simply typed over the existing information for the previous 7:00 appointment.

Turning on the ALARM

Press **F3** to return to the Main Menu. To turn on Alarm, press **F2**, then press **CLEAR** (7) to change ALARM OFF to ALARM ON. **CLEAR** (7) on the subfunctions menu turns the ALARM system OFF and ON. When ALARM is switched ON and set to remind you of events, the Alarm's beep goes off when an event's REMIND@ time matches the current time. Also, whenever the data and time are displayed in the upper right corner of the screen, you see an asterisk next to the date/time information to let you know that the ALARM is turned on.

Note: You cannot turn the ALARM ON while you are in the ALARM screen and the Alarm file is still open. When you add or change events in Alarm, the Alarm file is not updated or reorganized until you close the Alarm file by returning to the Main Menu. Once the Alarm file has been closed, you can turn the ALARM ON, and the Alarm system will accurately remind you of upcoming events.

An event is automatically deleted from the Alarm file if it is a past event that was scheduled before the current date and time. (However, an expired event is not automatically deleted from a Calendar file if it was entered in that application — you must manually delete expired events in a Calendar file.)

6 ALARM

When Alarm is active, ALARM ON is displayed on the subfunctions menu. If there are no future events to remind you of, that is, all events have already expired and been deleted from the Alarm file, ALARM OFF is displayed. When you turn the computer off, the ALARM automatically shuts OFF. When you first power up the computer, remember to turn the ALARM back ON.

When you hear a reminder beep, press (F2), then (CLEAR) (1) to display the event you are being reminded of plus the next event. The event information temporarily replaces the label lines of the application you are currently using. Once you have noted the event, you can redisplay the original label lines by pressing (F3).

You can press (F2), then (CLEAR) (1) at any time to display the most recently expired event plus the event of which you will be reminded (beeped) next. Press (F2), then (CLEAR) (1) now. The Main Menu label lines disappear and you see:

02:45p 02/25/1985 03:00p 05:30p	Prepare food for Roach Dinner
06:00p 02/25/1985 06:30p 10:00p	Dinner at 7400 Seventh Street

Note: The events you see at the bottom of the screen will probably be different than those shown above, depending on the time at which your computer is currently set.

Press (F3) to redisplay the Main Menu label lines. Before proceeding to the next section, "Main Menu," read the notes below on the other available Alarm functions.

Other Functions

To combine an entire Calendar file with the Alarm file, use the MERGE function. By using MERGE, you do not have to enter events twice — once for a Calendar file and once for the Alarm file. For example, suppose you had completed planning and scheduling all business events for the month of March and you wanted to put all events in the Calendar file, Business, into the Alarm file. You would use MERGE in this situation to specify Business as the file from which to merge.

9 ALARM

Remember that when you put events in the Alarm file from a Calendar file, either using the Alarm function in Calendar or the MERGE function in Alarm, they are automatically assigned a REMIND@ time of 30 minutes prior to the BEGIN time.

Use the SELECT function to define the events you want to COPY to a Text file or the events (in the case of more than one) you want to DELETE. Use the COPY function to put the selected events into the copy buffer and then to copy the events to a Text file.

MAIN MENU

At the bottom of the Main Menu, you see the following label lines:

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
DATE	NAME	FREE	ALARM	HOST	PASSWD	SELECT	COPY	DELETE	SWAP

Press **CLEAR** **0** to change the system date and time. At the bottom of the screen, you see the prompt:

Enter Date & Time 02/25/85 10:30am

Type today's date and the current time. For example, if it is currently May 5, 1985 and 1:30 p.m, type **0505850130p** **ENTER**.

Note: When you turn off the computer, the clock stops running. When you first power up the computer, change the time by using this Main Menu function, so the DeskMate can accurately keep track of your ALARM events.

Use the NAME function to change the name of any DeskMate file. For example, to change the name of the Text file, ADDRESS, to CUSTADDR (for Customer Address), press **1** to move the selection marker to the bottom half of the screen and to highlight the Address file. Press **CLEAR** **1** to change the name of the file currently highlighted. Now type **Custaddr** **ENTER**. Note that the new filename has replaced the old one. (Filenames are always displayed in uppercase.)

Press **CLEAR** **2** to see the amount of FREE space on the data diskette. At the bottom of the screen, you should see

Free space = 123 K

Press any key to continue

7 MAIN MENU

The amount of FREE space tells you the approximate amount of additional room on the diskette you have to enter data. Since TRSDOS 6.2.0 always allocates file space in increments of 1.5K and each file takes up at least 1.5K, you could have up to 82 more files on the diskette. (The amount of free space on your diskette may be different from this example.) Press **(ENTER)** to continue.

Use the **PASSWD** function to specify a system password to restrict access to the DeskMate for a user at the DeskMate or a remote site user. Once you assign a password, you will have to enter that password every time you power up the computer and load DeskMate, and every remote site user who calls up the DeskMate telephone number must first enter the password to gain access to the system. To specify a system password, press **(CLEAR) (5)**, then type **Fromage (ENTER)**.

Note: The **PASSWD** function can also be used to change or delete passwords.

Use **COPY** to make a duplicate copy of a file. For example, suppose you want to have two copies of the **CUSTADDR** file: one to use for customers and the other to edit for suppliers' addresses.

Move the selection marker to **CUSTADDR**, then press **(CLEAR) (7)** for **COPY**. At the bottom of the screen, you see the prompt:

FROM: CUSTADDR TO:

The filename of the copy must be different from the original filename. Press **(ENTER)** since you want to copy the displayed file, **CUSTADDR**, then for the new filename, type **Supladdr (ENTER)**. Under the Text column, you now see the original **CUSTADDR** file plus a copy of that file, **SUPLADDR**.

Move the selection marker to the **LHEAD** file, and press **(CLEAR) (8)** to **DELETE** the highlighted file. Press **(ENTER)** at the prompt, Enter filename to Delete: **LHEAD**. The file is erased from both the diskette and the DeskMate directory.

MAIN MENU

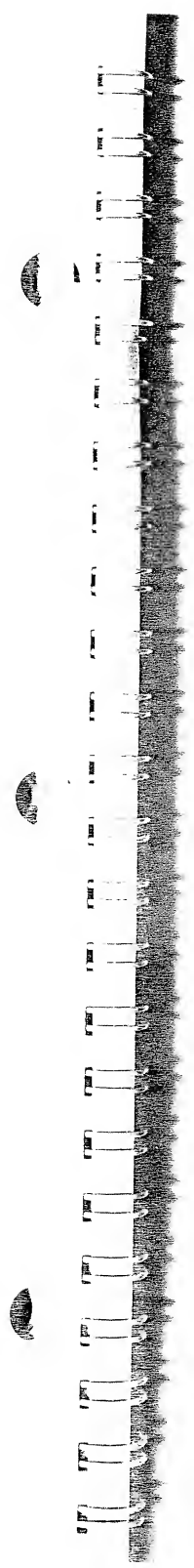
Other Functions

Use the SELECT function to mark more than one file in the same column for deletion.

Use the SWAP function to switch data diskettes (not the DeskMate Program Diskette in Drive 0). For example, suppose you have been accessing files on a diskette in Drive 1 and you want to access DeskMate files from another data diskette. You would select SWAP before removing the first diskette from the drive and inserting another diskette.

The HOST function is explained in its own section after "Mail."

You may find one other subfunction particularly useful at the Main Menu. To print the DeskMate files currently displayed on the Main Menu in order to refer to files when copying or merging, use the SCREEN print subfunction. Make sure your printer is ready, then press (F2) for the subfunctions menu, then (CLEAR) (4) for SCREEN.



TELECOM

8 TELECOM

Telecom lets you communicate with a host computer, information service, or another terminal. You can set up communications parameters to match those of the host you plan to contact. With the automatic logon function, you can create an auto logon file containing the information needed to automatically dial and sign on to an information service such as Dow Jones. Information you receive can be saved, printed, or stored on diskette for later reference. You can also upload and send files to other computers and terminals.

This sample session shows how to use Telecom with the CompuServe Information Service. If you have access to a different information service, you may want to continue reading and try to modify the instructions to fit your situation.

Make sure your computer is properly connected to a telephone using a modem or an acoustic coupler. Select Telecom from the Main Menu by placing the marker over Telecom and pressing **(ENTER)**. The screen soon shows the default settings for the communications parameters.

Telecom		02/25/85 10:30am	
Current Status Settings:			
Auto Dialing Modem	Yes	No	
BAUD Rate	110	150	300 600 1200 2400 4800 9600
Word Length	7	8	
Parity	Even	Odd	None
Stop Bits	1	2	
Support XON/XOFF	Yes	No	
ASCII Character Filter	Yes	No	
Auto Line Feed	Yes	No	
Self Echo	Yes	No	
Retries	0		

[0]	[1]	[2]	[3]	[4]	BUFFER:	Used:	0	Free: xxxxx
RESET	SELECT	AUTOLOG	EDITLOG	TERM	[5] [6]	[7] [8]	[9]	
					DISPLAY	PRINT	SAVE	LOAD CLEAR

If you are using a non-auto dialing modem, you do not need to change the default response for the first parameter or read the instructions for auto dialing modems. Proceed directly to the section describing the rest of the communications parameters on the Telecom Status screen.

Defining Auto Dialing Modem Protocol

If you are using an auto dialing modem, press **CLEAR** (1) to SELECT the Yes response. Next, a series of screens will be displayed for you to define your modem protocol. If you are using a Model 4P computer equipped with a built-in modem, you do not need to change these screens because the protocol for the 4P has already been provided. Simply press **F3** to return to the status screen, and then proceed to the section, "Specifying Communications Parameters."

If you are using a Modem II, follow the instructions below. If you are using another type of Tandy modem, see Appendix B in the *Reference Manual* for instructions on defining the protocol of your modem. If you are using a modem not made by Tandy, consult the manual that came with your modem for the necessary technical information.

TELECOM

After you select "Yes" for the first status setting, Auto Dialing Modem, the screen shows:

Telecom - Modem Definition

02/25/85 10:30am

[0]

[1]
COMP

[2]
VOICE

[3]
ANSWER

[4]

[5]

[6]

[7]

[8]

[9]

Press **CLEAR** **1** to define the way your modem automatically dials a telephone number to a terminal, information service, or host computer. The screen soon shows the Computer Dialing Definition for the Modem 4P. (By defining the Computer Dialing sequence, you can use Telecom to communicate with information services, terminals, and other computers.)

Telecom - Computer Dialing Definition					02/25/85 10:30am				
Send: **C**MG@^DDT									
Send Phone Number to Modem									
Send: X									
Receive: X									
Wait for no Data Carrier Detect									
Wait for Data Carrier Detect									
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
NUMBER	RECEIVE	SEND	PAUSE	WAITNC	WAITC	DELETE	INSERT		

You need to change only the first line of this dialing sequence. Press **CLEAR** **(3)** for SEND, then type ****ODT** **(ENTER)**.

Note: To type the control character, ^, press **CLEAR** **(;)**.

Now press **(F3)** to return to the Modem Definition screen, then press **CLEAR** **(2)** for VOICE. The screen soon shows the Voice Dialing Definition for the Modem 4P. (By defining the Voice Dialing sequence, you can use the subfunction, PHONE.)

Telecom - Voice Dialing Definition					02/25/85 10:30am				
Send: **C**MG@^DDT									
Send Phone Number to Modem									
Send: X									
Receive: X									
Pause: 4									
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
NUMBER	RECEIVE	SEND	PAUSE	WAITNC	WAITC	DELETE	INSERT		

To change the top line, press **CLEAR** (3), then type ****ODT** (ENTER). Next, press (1) to move the cursor to the Pause line, then press **CLEAR** (8) to delete that line. Press **CLEAR** (5) for Wait for no Data Carrier Detect, then press (F3) to return to the Modem Definition screen.

Press **CLEAR** (3) to see the Answer Mode Definition screen. (By defining the answer mode of your modem, you can use the Main Menu function, HOST, to let remote-site terminals access your DeskMate.)

Telecom - Answer Mode Definition										02/25/85 10:30am	
Send: **C**MGAX											
Receive: X											
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]		
		RECEIVE	SEND	PAUSE	WAITNC	WAITC		DELETE	INSERT		

Some auto answering modems need a signal to put them in answer mode. Both the 4P modem and Modem II need such a signal. To insert a pause above the first line, press **CLEAR** (9), then press **CLEAR** (4) (ENTER). To change the next line, press **CLEAR** (3), then type ****C** (ENTER). To change the last line, press **CLEAR** (2) for RECEIVE, then type **C** (ENTER). Now, you are finished defining the protocol of your auto dialing modem. Press (F3) to return to the Modem Definition screen, then press (F3) again to return to the status screen.

Note: If you are using the Modem II, the DTR switch at the back of the modem must be in the OFF position. The POWER switch should be ON, and the TEST switch should be OFF. Set the MODE switches to AUTO and ORIG.

Specifying Communications Parameters

After you have supplied the necessary technical information on modem protocol, the status screen reappears. The communications parameters shown are preset to be compatible with CompuServe and Dow Jones Information services. If you are using a different information service, consult your user's guide to determine which parameter settings are necessary for communications, and then change the required parameter settings. Use the and keys to move the selection marker to the desired parameter, then use the key to move the marker to the appropriate setting, and press **CLEAR** to SELECT that setting.

Note: Some networks and host systems (such as TELENET) do not use XON/XOFF. However, they may use the control characters for other purposes. When using these networks or services, you must turn the XON/XOFF flow control option off by moving the marker to NO and pressing **CLEAR** .

You can change the last prompt, Retries, to make the computer dial again and try to connect to the service if the line was originally busy. For this example, type 3 **ENTER** to have Telecom try to connect at least three times.

Manually Logging On

Now you are going to manually log on to CompuServe while using the BUFFER function in TERMINAL mode to store the logon sequence in memory. Later, after completing the logon procedure, you can either display or print the information temporarily stored in the RAM buffer. (The amount of used and free space in the RAM buffer is shown on the Current Status screen of TELECOM.)

Press **CLEAR** **4** to go into mode. The screen shows:

Telecom - Terminal							02/25/85 10:30am	
[0] BUFFER	[1] CLEAR	[2] RECEIVE	[3] SEND	[4] PRINTER	[5] BREAK	[6] CALL	[7] DISC	NO CONNECTION XON

If you are using an auto dialing modem, press **CLEAR** **6** for CALL, then type the CompuServe telephone number you received with the package and press **ENTER**. (If you are using a Modem II, the first three lights go on.)

If you are using a non-dialing modem, dial your CompuServe phone number. When the phone has been answered and you hear a high-pitched tone, hang up the phone (or insert the telephone into the rubber couplers).

Once you have entered or dialed the phone number, you are connected (but not yet logged on) to CompuServe.

Press **CLEAR** **0** to open the RAM buffer. From this point on, the information that appears between the top reverse video line and bottom reverse video lines will be saved in memory.

Press **CTRL** **C**. You are asked to enter your User ID. Type the User ID you received with the package and press **ENTER**.

Next, you are asked to enter your Password. Type your password and press **ENTER**. (To retain the secrecy of your password, it will not appear on the screen when you type it.)

You are now logged on and can begin using the CompuServe Information Service.

Now, press **(CLEAR) 0** to close the RAM buffer, and then press **(CLEAR) 7** to disconnect from CompuServe. Later, after you have created an autolog file, you will log on to CompuServe again and use some of the **TERMINAL** mode functions.

Press **(F3)** to return to the original Telecom screen. If you have a printer, make sure it is properly connected to the computer, on-line, and that the paper is aligned. To **PRINT** the contents of the buffer, press **(CLEAR) 6**. If you don't have a printer, press **(CLEAR) 5** to **DISPLAY** the contents of the buffer. Once you have displayed or printed the information, press **(CLEAR) 9** to **CLEAR** the contents of the buffer.

Note: The printout of the buffer contents includes most, but not all, of the information that should be included in an autolog file. For example, certain special characters, such as **(ENTER)** and your password, are not printed.

Creating an Autolog File

Next, press **(CLEAR) 3** for **EDITLOG** to create a file for logging on automatically to a host system, in this case, CompuServe. You are asked to enter a name for the autolog file you are editing (or creating for the first time). Type **CSIS (ENTER)** for CompuServe Information Service. The message, File not in directory, is displayed since you are creating a new file. Press **(ENTER)** to continue. The screen shows the autolog editor screen.

8 TELECOM

Telecom - Autolog Editor					02/25/85 10:30am				
[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
STATUS	CALL	RECEIVE	SEND	PAUSE				DELETE	INSERT

Next, press **CLEAR** **(0)** for STATUS. Change the required parameters if you are using an information service other than CompuServe or Dow Jones. **Do** change the default setting, 0, for the last parameter, Retries, to 3. After you have changed the necessary parameters, press **(F3)** to include the communications parameters in the autolog file.

If you are using an auto dialing modem, press **CLEAR** **(1)** for CALL to tell Telecom that this entry is a telephone number you want it to dial for you. Next, type the CompuServe telephone number for your area. For example, type 555-1212 **(ENTER)**.

Press **CLEAR** **(4)** for PAUSE, then type 2 **(ENTER)** to specify a two-second pause.

Now press **CLEAR** **(3)** for SEND. Press **CLEAR** **(;)** (for the control character, ^), then type C **(ENTER)**. ^C (CTRL C) starts the communication process with CompuServe.

Next, CompuServe asks for a User ID. To tell the modem to wait for the response from CompuServe, press **CLEAR** **(2)** for RECEIVE. Type User ID: **(ENTER)** for the prompt you receive from CompuServe.

Press **CLEAR** **(3)** to send your identification number to CompuServe. For example, type 73333,221, then press **CLEAR** **(;)**, then type M **(ENTER)**. ^M (CTRL M) represents a carriage return.

Next, CompuServe prompts you to enter your Password. Press **(CLEAR) (2)** to specify that the text entered next will be received from CompuServe, then type **Password: (ENTER)**.

The next item of the autolog file is your response to the previous request for your password. Press **(CLEAR) (3)** to transmit your password, then type your password and press **(ENTER)**. For example, type **SECRET**, then press **(CLEAR) (;)**, then type **M (ENTER)**.

This is the entire sequence of steps necessary to contact the CompuServe Information Service. If you are using an auto dialing modem, your screen should show:

```

Telecom - Autolog Editor                                02/25/85  10:30am

Status: 30,8,N,1,Y,N,N,N,3
Call: 555-1212
Pause: 2
Send: ^C
Receive: User ID:
Send: 73333,221^M
Receive: Password:
Send: SECRET^M

[0] [1] [2] [3] [4] [5] [6] [7] [8] [9]
STATUS CALL RECEIVE SEND PAUSE DELETE INSERT

```

(If you are using a non dialing modem, your screen should be the same except that the phone number is not included.)

To save the autolog file currently in memory and return to the original Telecom screen, press **(F3)**, then press **(ENTER)**.

Executing an Autolog File

If you created an autolog file that includes your real ID and password, you can actually try and use it now to log on to CompuServe. If you are using an auto dialing modem, press **(CLEAR 2)** to execute your AUTOLOG file, then press **(ENTER)** to execute the autolog file currently in memory, CSIS. If you have entered the logon sequence correctly, Telecom dials your local access number to CompuServe, makes contact with the information service, then executes the rest of the autolog file automatically.

If you are using a non-auto dialing modem, press **(CLEAR 2)** for AUTOLOG and then dial your CompuServe phone number. When the phone has been answered and you hear a high-pitched tone, hang up the phone (or insert the telephone into the rubber couplers). Then, press **(ENTER)** to execute the autolog file.

Once you are logged on to CompuServe, Telecom automatically goes into TERMINAL mode, and you can begin using CompuServe with the TERMINAL mode functions displayed at the bottom of the screen.

Using the TERMINAL Mode Functions

The CONNECTION and XON/XOFF status are shown to the right of the functions. If you lose connection to the Host, you will see NO CONNECTION. If Host temporarily stops transmitting data and sends an XOFF signal, you will see XOFF in this status area.

After you go through and display the preliminary CompuServe information, you see the CompuServe "Top menu."

CompuServe Page CIS-1

CompuServe Information Service

- 1 Home Services
- 2 Business & Financial
- 3 Personal Computing
- 4 Services for Professionals
- 5 The Electronic Mall (tm)

- 6 User Information
- 7 Index

Enter your selection number,
or H for more information.

Try experimenting with CompuServe using Telecom's features such as BUFFER, RECEIVE, and PRINTER. For example, in the same manner that you saved the logon sequence in memory, you can save incoming information from CompuServe to print or store on disk. Type 1 (ENTER) to select Home Services from the CompuServe menu, then type 1 (ENTER) for Newspapers. To save a newspaper article in the RAM buffer, first open the buffer by pressing (CLEAR) (O), then select and display any article you wish. After the newspaper article has been displayed, press (CLEAR) (O) to close the BUFFER.

To cut down on your connect time and save on your account bill, you could immediately disconnect from CompuServe, press **(F3)** to return to the original Telecom screen, then **SAVE** the article as a file. An alternative way of saving information is to press **(CLEAR)** **(2)** while in **TERMINAL** mode to **RECEIVE** a file, then specify a filename. Then you would select the information you want to save and press **(CLEAR)** **(2)** to close the file. If you do not specify an extension in the filename, **/DOC** is automatically appended to the filename so that you can read the article later using the **Text** application.

You can also print incoming information by using the **PRINTER** function. Press **(CLEAR)** **(4)**, then select the desired information, and press **(CLEAR)** **(4)** again to stop the printer.

Just as in **HOST**, with which you will experiment later, you can send and receive files between two computers, except that in **Telecom** both computer users can play an active role and communicate with each other via their computer screens. (In **HOST**, a **DeskMate** user can go elsewhere, leaving the computer in **HOST** mode to allow another user access to the **DeskMate** system and files.)

If you have two computers both with telephone hook-ups via a modem or some other device, try calling each other and then mutually sending and receiving information. If you have an auto dialing modem, use the **CALL** function to call the other computer, then use **SEND** and **RECEIVE** to transmit information back and forth.

When you are finished experimenting with **Telecom**, press **(F3)** until the **Main Menu** reappears.

Other Functions

On the **Telecom** status screen, you can use the **RESET** function to change all the communications parameters back to the original settings used for the **4P** modem. (Remember to **SELECT "Yes"** to the first status setting, **Auto Dialing Modem**.)

Note also on the status screen that the last five functions, DISPLAY, PRINT, SAVE, LOAD, and CLEAR, are all RAM buffer-related functions. For example, you can LOAD the contents of a disk file into the buffer, then DISPLAY or PRINT the buffer contents.

Later, if you wish to edit an autolog file, use the DELETE and INSERT functions on the EDITLOG screen to change line entries.

In TERMINAL mode, you may need to use the BREAK function in addition to DISCONNECT to complete the log off process.

If you save information, use the Text application to read and edit any unnecessary control characters that were transmitted from the Host system.

PHONE

Select PHONE from the subfunctions menu by pressing (F2), then (CLEAR) (3). The screen soon shows a list of phone numbers previously entered for Edwin's customers and suppliers.

FIND:	*
ABC ABC Exterminators....	817-990-1212	*
AL. Arnold's Liquors....	817-764-1892	*
CB. Beauchamp, Cindy....	817-883-1267	*
FD. Davis, Frederick....	817-256-9011	*
JH. Helmer, John....	817-653-8754	*
BJ. Jones, Bill....	817-555-8060	*
LFB LaFrance Bakery....	817-732-5766	*
RM. Miller, Robert....	214-872-4432	*
... Mom....	817-292-3188	*
LM. Moore, Lisa (CPA)....	817-832-3358	*
PLS Petta Linen Service..	817-482-7371	*
RF. Riverdale Florist....	817-537-0906	*
LR. Roach, Lewis....	214-872-6680	*
CS Sims, Chris....	817-449-8442	*
S&P Smith & Patterson....	214-335-4285	*
EW. Williams, Mrs. Eliot.	817-737-7728	*
LW. Wordsworth, Laura....	817-921-8831	*
YFM Young's Fish Market..	817-563-2199	*
.....	*
PREFIX 1: 9P	PREFIX 2: 5551290P..	PREFIX 3: 8559012... ACODE: 817
[0] [1] [2] [3] [4] [5] [6] [7] [8] [9]		
FIND CALL PREFIX1 PREFIX2 PREFIX3 SORT PRINT		DELETE ADD

You can enter up to 39 phone entries, each consisting of three parts you can use for identification and information purposes. The first field of an entry can contain three characters and is used for a person's or company's initials. Then, if you use the FIND function to look for a particular phone number, you can simply enter the initials rather than a person's entire name as the FIND criteria. The second field, which can contain up to 21 characters, is for the name. Enter the entry's phone number in the last field. The first three digits are for the area code, and the next three digits are for the local exchange, followed by the rest of the phone number.

For example, suppose you want to look up Lisa Moore's phone number. The line above the first entry is reserved for entering FIND criteria. Type LM, then press (CLEAR) (0) for FIND. The cursor moves to the first match the program finds in the phone list — the line containing John Helmer's entry. (Lower- and uppercase characters are regarded as the same.) Press (CLEAR) (0) to find the next occurrence of LM. The cursor is now on Lisa Moore's phone entry.

9 PHONE

To change Lisa's number, hold down **←** until the cursor is past the three-digit area code and is over the first digit of the actual telephone number. To change any previously entered information, all you need do is type over the existing characters. For Lisa's new number, type **7338522** **ENTER**.

Now you need to add two new entries. Move the cursor to the line containing Robert Miller's entry. Press **CLEAR** **9** for ADD. Robert Miller's entry and all entries below his move down one line so that you can insert an entry at the point of the cursor's current position. Type **EM** **ENTER** for the entry's initials. For the name field, type **McKinney, Ellen** **ENTER**. Next type **8173338166** **ENTER** for the number.

To move the cursor to the next column, press **CLEAR** **1**, then **SHIFT** **←**. Press **CLEAR** **9** to add an entry. Type **DP** **ENTER** for the initials. Type **Dilardo's Produce** **ENTER** for the name, and then type **8172225412** **ENTER** for the phone number.

You can list your entries in any sort of order you want. For example, if most of your entries are all phone numbers for one company, you could list the entries according to department. Or if you are using PHONE to dial mostly long-distance numbers, you could order the entries according to area code.

If you want to keep your phone list in alphabetical order, use the SORT function to let the program do it for you. For example, to put the last name you entered, Dilardo's Produce, in its proper position in the list, press **CLEAR** **5** for SORT. The program automatically inserts the entry above Helmer and pushes the entries after Dilardo's Produce down one line, so that now the last entry, Young's Fish Market is the first entry of the second column.

To delete an entry, move the cursor to the desired entry and select the DELETE function. For example, move the cursor on the line containing Chris Sims' entry, and then press **CLEAR** **8** for DELETE. That entry is deleted, and all entries after the CS entry move up one line. Note also that the Young's Fish Market entry has moved back to the first column of phone numbers.

To print all phone number entries, first make sure that your printer is on-line and that the paper is advanced so that printing will begin about an inch or so from the top of the paper. Press **CLEAR** **6** to print. The entries are printed in the same format in which you enter them.

6 PHONE

At the bottom of the phone list and just above the label lines, you see a line containing three prefix numbers and an area code number:

PREFIX 1: 9P PREFIX 2: 5551290P PREFIX 3: 8559012 ACODE: 817

ACODE is the area code from which you are calling. If the area code of a number you are calling is the same as your area code, the program ignores the local area code and simply dials the telephone number. If the area code of the number you are calling is different from the displayed ACODE, then the program dials the area code plus the phone number.

You can enter up to three prefix numbers to have the program automatically dial a prefix number before it dials the actual phone number. For example, you could use PREFIX1 to dial a 9 for an outside call if you are calling from a business or a 1 to precede a long-distance phone number. In this example, PREFIX1 is 9P, which tells the computer to dial a 9 and then pause ("P") for a dial tone before dialing the rest of the number. PREFIX2, 5551290P, is the local access number to a long-distance carrier such as MCI or SPRINT. PREFIX3, 8559012, is Edwin's private code number assigned by the long-distance carrier.

You can use one or more prefixes by pressing the appropriate functions keys. For example, suppose you want to call Cindy Beauchamp and then Lewis Roach. First move the cursor to the line containing the entry for CB. Next, to get an outside line, press **CLEAR** (2) to activate PREFIX 1. (Note that PREFIX1 is now highlighted in the label line to let you know that it is turned on and will be dialed before the number.) If you were to actually make the call now, you would press **CLEAR** (1) for CALL, and then the computer would dial 9, pause for a tone, and then dial 883-1267. Since Cindy's area code, 817, is the same as the displayed area code, the computer knows that it is unnecessary to dial the area code.

To call Lewis Roach, move the cursor to the line containing his entry. Since this is a long-distance number, you'll want to turn on PREFIX2 and PREFIX3 in addition to PREFIX1 so that you can dial the number using the long-distance carrier. Press **CLEAR** (3), then press **CLEAR** (4) to activate PREFIX2 and PREFIX3. To actually dial the phone number, you would press **CLEAR** (1) for CALL. The computer would dial 9, pause for a tone, dial 5551290 (the local access number), pause for another tone, then dial the long-distance local access number, 8559012, followed by Lewis Roach's number, 214-872-6680.

6 PHONE

If you have an auto dialing modem, try experimenting with the PHONE subfunction. (You must first define the voice dialing protocol that your modem uses. If you followed the instructions in the section, "Telecom," you have already done this.) Enter the phone numbers of some friends using the ADD function, then use CALL to try to reach them.

If you are using tone dialing, pick up the phone a few seconds after pressing **CLEAR** **1**. If you are using rotary dialing, wait until the modem stops clicking before picking up the receiver.

You may also want to change the prefixes and area code to fit your needs, then try calling some long-distance numbers. Press **CLEAR** **1** to move the cursor to the prefix/area code line, then type over the existing numbers and characters.

Note: You can use PHONE at anytime. Press **F2**, then **CLEAR** **3** whenever you want to use PHONE. The current screen is replaced by the phone list screen. Move the cursor to the number you wish to call, then press **CLEAR** **1** for CALL. When you are finished using PHONE, press **F3** to return to the application you were previously using. The screen is exactly the way you left it before using PHONE.

MAIL

In this section describing the Mail application, assume you are the DeskMate user named John. You are going to read messages previously sent to you by remote-site users and then create and leave messages for remote-site users to pick up. (The remote-site user named Laura will pick up the messages you leave for her in the next section explaining the function, "Host.")

To keep incoming and outgoing messages separate, you can set up various message files, just as you would have separate mailboxes for individual persons. In this instance, John uses the default Mail file, MESSAGES, for his messages — the messages people send him. He has created specific files for all other persons accessing his DeskMate as remote-site users. In the next section on the Host function, Laura, as a remote-site user, will also read the messages in her file and send messages back to John at the Host DeskMate computer.

To select Mail and the file, MESSAGES, from the Main Menu, place the selection marker over Mail and press (ENTER). The screen shows a summary list of messages people sent to John from remote sites.

MAIL [MESSAGES]			02/25/85 10:30am	
FROM	DATE		DESCRIPTION	
Laura	02/23/85	10:30am	FANTASTIC NEWS!	
Dave	02/24/85	08:15am	Sales meeting, personnel problem	
Richard	02/24/85	1:00pm	Tax problem	
Laura	02/24/85	2:45pm	Trip to Tulsa	

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
FIND	CREATE	DISPLAY	PRINT					DELETE	

A message consists of four parts: the DATE and time the message was created, an identifier telling who the message is FROM, an identifier telling TO whom the message is intended, a brief DESCRIPTION of the main subject of the message, and the actual message itself. All messages above were TO John and placed in the default MESSAGES Mail file, so a TO name is not needed. However, when you create messages, you must enter TO whom the message is for, unless you want it to be placed in the MESSAGES file.

Reading Messages

Press **CLEAR** (0) to FIND a particular message. Next, at the bottom of the screen, you see the FIND criteria you can use and a line on which you enter the criteria.

FROM	DATE	DESCRIPTION
------	------	-------------

You can search for messages by specifying who the message is FROM, the DATE the message was sent, or any particular string contained in the DESCRIPTION of the message. For example, to find all messages from Laura, type **Laura** **ENTER** as your search criterion, then press **ENTER** twice to skip the DATE and DESCRIPTION criteria.

Note: In this case, it wasn't necessary to use FIND, since all messages in the MESSAGES file are displayed on one screen. However, if there are several messages and you are looking for one or more particular messages, FIND is a useful function.

The screen clears briefly, then the summary listings of the two messages from Laura are displayed. To display the first message from Laura, which is highlighted by the selection marker, press **CLEAR** (2). You are transferred from Mail to the Text application, and the message is displayed on the screen.

Got a terrific raise and a great promotion. Can't wait to tell you about it when you get back home.

I love you -- Laura

10 MAIL

To exit the Text screen, press **(SHIFT) (F3)** since you don't want to change the message. Press **(Y)** to Cancel edit? (Y/N). To return to the original screen with all messages in the MESSAGES file displayed, press **(F3)**.

You can find out the contents of a message without exiting to Text to display the message by using the PRINT function. Make sure your printer is on-line and the paper is aligned properly. Press **(F2)**, then **(CLEAR) (5)** to display the current printer settings. Type **5 (ENTER)** for Left Margin, then **70 (ENTER)** for Printed Line Width.

Press **(F3)** to return to Mail. Press **(↑)** to move the marker to the message from Dave, then press **(CLEAR) (3)**. The following message is printed while you remain in the Mail application.

The meeting with the sales force has been rescheduled for March 6, 8:30 a.m. in the conference room. Ann can't come but will be sending her assistant. She is still having problems with that one distributor in Nacogdoches and needs to talk with someone in Personnel. When you get back, call her as soon as possible.

I'll be taking the Houston clients out tomorrow night and will let you know what transpires. They want to amend some contract clauses and discuss some changes in due dates. 2/28@ 9:00 a.m. we'll be meeting with the legal dept. and if possible, I think you should go, too.

See you when you get back.

Since you have a printout of Dave's message, go ahead and delete it. To delete the message currently highlighted, press **(CLEAR) (8)**. The message is erased from the screen and deleted from the diskette.

10

MAIL

Print the other two messages, from Richard and Laura, one at a time. Move the marker to the message from Richard, make sure the printer is ready, then press **CLEAR** (3). After the printer has stopped, press (1) to move the marker to the other message from Laura, and press **CLEAR** (3) again. The following messages are printed.

I'm afraid you're going to have a problem with trying to claim that one deduction. I'm going over the new tax laws now with a fine toothcomb but since there's no precedent, it'll be hard to find evidence in similar cases. If you can't claim it as a deduction, we may be able to write it off as a loss.

Call me when you return.

Have to make a quick trip to Tulsa today. Will be back tomorrow around 4 p.m. See you then.

Love and kisses,
Laura

Creating Messages

Now that you've reviewed all your messages, you need to create two messages — one for Dave and one for Laura. Press **CLEAR** **(1)** to create and send a message to a file. The screen shows:

CREATE MAIL	02/25/85 10:30am
DATE : 02/25/85 10:30am	
FROM :	
DESCRIPTION :	
TO :	
Enter information or [BREAK] to cancel	

The DATE and time displayed are automatically used for the date and time the message is created. (The time displayed on your screen will probably be different.) Type **John** **(ENTER)** at the FROM prompt. For DESCRIPTION, type **URGENT -- going to Nacogdoches** **(ENTER)**. Then at the TO prompt, type **DAVE** **(ENTER)**. Now, a Mail file called Dave is being created on the disk. (If you just press **(ENTER)** at TO, the message is automatically placed in the default MESSAGES file.)

Note: If you want to change the DATE and time, press **(F2)** and change the DATE and/or time using the subfunctions menu, before pressing **CLEAR** **(1)** to create a message.

After you enter TO whom the message is for, you are taken automatically to the Text screen to enter the contents of the message. Type the following paragraph, pressing **(ENTER)** at the end of the message. If you make any mistakes in typing, use the available editing functions in Text. (See the *Quick Reference Card* or press **(F2)** for HELP to look up information.)

10 MAIL

I've already talked to Ann and have decided that this situation has gone on long enough. I'm going directly to Nacogdoches and should be back in the office the morning of the 28th. Meet with Ann and get the necessary personnel papers ready. If you need to contact me, I'll be staying at the Holiday Inn.

After typing the contents of the message, press **(F3)** to exit the Text screen and return to Mail. Note that this message is not displayed because it is in a file called DAVE — not in the current file, MESSAGES.

Now, press **(CLEAR) (1)** to create a message to leave for Laura. Type **John (ENTER)** at the FROM prompt, then for DESCRIPTION, type **Trip to Nacogdoches (ENTER)**. At TO, type **Laura (ENTER)**. Type the following paragraph, pressing **(ENTER)** at the end of the message.

Received your messages -- congratulations on raise, also what was going on in Tulsa?

I've got a sticky problem in Nacogdoches and am going directly there. Can you pick me up at the airport 2/27 @ 10:30 pm? Love, John.

After you have typed the message and everything is correct, press **(F3)** to exit the Text screen and return to the Main Menu. Note that under the Mail column, a new message file you just created, DAVE, is displayed.

Read the next section, "Host," to see how a remote user can "pick up" the mail you just created.

Note: You can reenter the Text screen by using the DISPLAY function to edit or simply review a message. Press **(F3)** if you changed or edited the message, then press **(Y)** to save the new message. If you change a message, both the old message and new message exist (only the creation date/time information differ). To keep your files up-to-date, delete the duplicate, unnecessary message, old or new.

HOST

The host function lets you access DeskMate (the "host" computer) from a remote terminal or computer. At the remote terminal, you can read messages from or place messages in a Mail file and send or receive a specific file to and from the DeskMate system. At the host computer, you can turn on the Host function to allow a remote-site user access to the DeskMate, turn the security option on to prohibit local use of the DeskMate, or cancel the remote session by turning off Host.

Before using Host, you must make sure that the communications parameters of both the Host computer and remote terminal/computer match, just as you did in Telecom. If necessary, use the Telecom application now to set the communications parameters. For additional information, see the section, "Telecom," and Appendix B in the *Reference Manual* to determine which parameter settings are necessary for communications.

The user at the Host computer must first define the type of modem and its protocol (particularly for answer mode). If you followed the instructions in the section, "Telecom," you have already done this. If the remote-site user is using a Model 4 or 4P and has a copy of the DeskMate program, he or she should check the communications parameters and define the computer dialing sequence for the remote modem.

If you are using a Modem II, make sure the POWER switch is ON and the TEST switch is OFF. Set the DTR switch at the back of the modem in the OFF position and the MODE switches to AUTO and ANSWER.

If you have the proper equipment set up — a Host computer with an auto answer modem, remote terminal or computer with a telephone hook-up via a modem, cables, and so on — and another person at the remote site to access the Host computer, try the following experiment. There are two sets of instructions: one for the DeskMate user (HOST) and one for the remote site user (REMOTE).

HOST

Note: Taking it from the point at which you stopped in Mail, assume the remote site user is Laura. One of the messages REMOTE will pick up is the message you created in Mail and put in her mailbox (the LAURA file).

HOST: At the Main Menu, press **CLEAR** **4** to turn on the auto-answer HOST function. The HOST screen is displayed, and now the remote terminal user can access the DeskMate. You are asked if you want security. Press **N**. (See the discussion at the end of this section for details on the Security option.)

REMOTE: Dial the telephone number of the host computer. When the phone has been answered and you hear a tone, hang up the phone.

If you are using a Model 4 or 4P and have a copy of the DeskMate program, go into **TERMINAL** mode of Telecom to use the **CALL** function, then type the telephone number of the host computer and press **ENTER**. Stay in **TERMINAL** mode so that you can use the functions available in **TERMINAL** mode while accessing the host computer's DeskMate. Or if you have a communications program like Videotex, load it so that you can use the computer's memory for information retrieval.

If you have set up the equipment properly and HOST is turned on, the HOST should show:

```
HOST

HOST is active - press [BREAK] to Exit Host
```

REMOTE: Press **(ENTER)** twice. To gain access to DeskMate, you must enter the system password. Type **Fromage (ENTER)**. Next, you see the Remote Menu.

Note to REMOTE: If you are in the **TERMINAL** mode screen, you will see all information shown in these examples, in addition to the top title line indicating that you're in **TERMINAL** mode with the function key label lines at the bottom of the screen.

DESKMATE REMOTE MENU

- 1) DIRECTORY OF FILES
 - 2) RECEIVE FILE FROM HOST
 - 3) SEND FILE TO HOST
 - 4) READ MAIL
 - 5) SEND MAIL
 - 6) DISCONNECT FROM HOST
- SELECT MENU OPTION >
-

Note to HOST: During the entire time the **HOST** function is active, you will see what the **REMOTE** user types on the screen (the **REMOTE** user's commands) but will not see the information the **REMOTE** user sees on his screen in response to his command. For example, you'll see the name of the file the remote user is sending or receiving, but not the contents of the file. For the entire session, the **REMOTE** user plays the active role and you just see the requests the **REMOTE** user enters. At the end of session, the **REMOTE** user will disconnect from the **HOST** after sending you, the **HOST**, a message.

REMOTE: Type **1 (ENTER)** to see the Directory Menu. The screen shows:

-
- #### DIRECTORY MENU
- 1) MAIL
 - 2) CALENDAR
 - 3) TEXT
 - 4) FILER
 - 5) WORKSHEET
 - 6) AUTOLOG
 - 7) ALL
- SELECT MENU OPTION >
-

Type **3 (ENTER)** to see all Text files currently in the DeskMate directory. The screen shows:

LETTER DOC:1	CUSTADDR DOC:1	SUPPLADDR DOC:1	WILLIAMS/DOC:1
--------------	----------------	-----------------	----------------

DIRECTORY COMPLETED

HOST

Press any key to indicate that you are finished looking over the information. Next, you are going to receive a file from the HOST DeskMate.

Note: It is difficult to read the information as it is being sent to your screen from the HOST computer because the file is being transmitted in its exact form. In other words, the computer cannot tell when the end of a line of information has been reached (indicated by a line-feed or carriage return) so that it can start displaying remaining information on the next line. On the screen, all information will be displayed on the same line, over and over.

However, if you are using Telecom or a communications package like Videotex, you have several options as to what you can do with the incoming information. For example, you can open the RAM buffer, then save or print the information after receiving it. Also, with Telecom, you can either use the PRINTER option to print the information as it is being received or turn on the Auto Line Feed option so that you can read the file as it is being transmitted. You can also use the TERMINAL mode function, RECEIVE, to save the file on disk directly as it is being transmitted.

To retrieve any type of file from the DeskMate, use the second option from the Directory Menu. To see the text file that contains the addresses of Edwin Raymond's customers, type 2 (ENTER), then type CUSTADDR/DOC (ENTER) for the Host file you want to receive. After the Host computer finds the file and is ready to transmit it, you see the following message:

FILE READY FOR TRANSFER,
PRESS CONTROL Q TO PROCEED,
CONTROL S TO PAUSE, AND
CONTROL C TO END

HOST

Decide what you want to do with the information — save, print or display it — then get your computer ready for whatever option you choose. For example, suppose you are using Telecom and are in TERMINAL mode. Press **(CLEAR)** **(2)** to get your computer ready to save a file, then type a name for the file you are going to receive and press **(ENTER)**. Now, both the Host computer is ready to send the information and the remote computer is ready to receive and save the incoming file.

Press your control key **(CTRL)** on all Tandy computers and terminals) and **(Q)** to start displaying the addresses in the CUSTADDR/DOC file. The following addresses will be transmitted although it will be difficult for you to read them on the screen. You can press your control key and **(S)** to temporarily stop the transmission. Press your control key and **(Q)** to restart the data transmission.

Miss Cindy Beauchamp
2209 Riverdale Road
Fort Worth, Texas 76107

Mr. Frederick Davis
6601 Oak Boulevard
Arlington, Texas 77109

Mr. John Helmer
900 Valley View
Grapevine, Texas 78105

Ms. Ellen McKinney
3398 Ridgeway
Apartment 500
Fort Worth, Texas 76103

Mr. and Mrs. Robert Miller
6703 Austin Street
Dallas, Texas 74123

Mr. Lewis Roach
7400 Seventh Street
Grand Prairie, Texas 77156

HOST

Mrs. Eliot Williams
1908 Florida Avenue
Denton, Texas 70912

Ms. Laura Wordsworth
8808 Pine Valley
Fort Worth, Texas 79874

After the entire file has been transmitted and displayed, press **(ENTER)** to display the Remote Menu. Later, you can read the CUSTADDR/DOC file using the Text application.

Type **3 (ENTER)** to send a file to the HOST computer. For the filename, type **TEST/DOC (ENTER)**, then type the following sentences to be contained in the Text file, TEST.

This test is for checking the Host Function, SEND FILE TO HOST. After the remote session is through and the remote-site user has disconnected, the Host computer will read this file using the Text application.

After you type the sentences, press your control key and **(C)** to mark the end of the file and send it to the DeskMate. The file is sent directly to the DeskMate directory and diskette (not to the HOST computer's screen) so that when the HOST user gets a chance, he can access the file from the Main Menu.

To read your messages, type **4 (ENTER)** at the Remote Menu, then type **LAURA (ENTER)**. A summary of the first message in the LAURA Mail file is displayed.

FROM: Mom
DATE: 02/24/85 11:00am
DESCRIPTION: Anniversary plans
(R)EAD OR (N)EXT

Type **R (ENTER)** to read the contents of the message currently displayed. The message itself is displayed plus the summary of the next message.

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Got the club room reserved on 3/5 @ 7 pm for our 30th anniversary.
Remember - it's still planned as a surprise for your father. Love - Mom

END OF MESSAGE.

FROM: Jeff
DATE: 02/24/85 5:30pm
DESCRIPTION: Project 3100
(R)EAD OR (N)EXT

To skip a message, type N (ENTER) to see the next message. At this point, do whatever you want. Type R (ENTER) to read the message or N (ENTER) to see a summary of the next message. If you type R (ENTER), the screen shows:

We received the mechanicals for Project 3100 and it's ready to go into blueline stage. Do you want to see it again?

END OF MESSAGE.

FROM: John
DATE: 02/25/85 10:30am
DESCRIPTION: Trip to Nacogdoches
(R)EAD OR (N)EXT

(If you type N (ENTER), you will see only the summary of John's message.) Type R (ENTER) to read John's message.

Received your messages - congratulations on raise, also what was going on in Tulsa?

I've got a sticky problem in Nacogdoches and am going directly there.
Can you pick me up at the airport 2/27 @ 10:30 pm? Love, John.

END OF MESSAGE.

NO MORE MESSAGES.

Press **(ENTER)** to return to the Remote Menu. To place a message in the default MESSAGES file used to collect all messages for John, type **5 (ENTER)** to send mail, then press **(ENTER)** to send the message to the default Mail file, MESSAGES. Type **Laura (ENTER)** at the FROM prompt, then type **Response to 2/25 message (ENTER)** as the DESCRIPTION. (The date and time of the Host computer are automatically assigned to the message.)

Type the short message below, and when you are finished typing, press your control key and **(C)** to end the message and send it to the DeskMate.

Sure thing - I can pick you up. How'd you like a late night celebration at Cafe du Marseille?

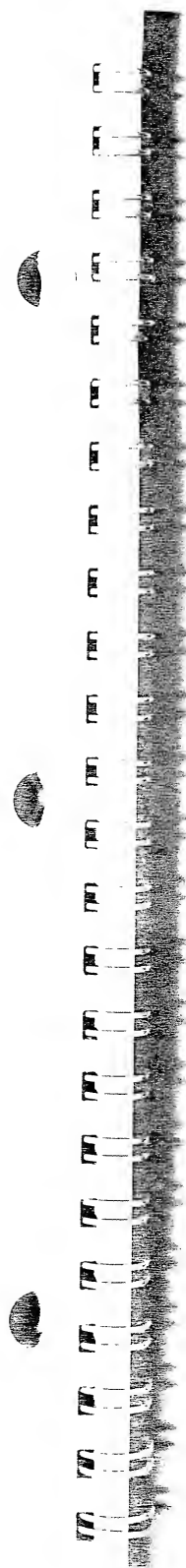
REMOTE: To log off, type **6 (ENTER)** to disconnect from the HOST computer. You may want to read the CUSTADDR/DOC file you received using the Text application.

HOST: To exit the Host screen, press **(BREAK)** to return to the Main Menu. To see if the TEST/DOC file was transmitted and received at the DeskMate, try to open that file using the Text application. Also, check the MESSAGES mail file to see if the message was received from the remote-site user.

Security

You may want to use the Security option of Host, which is just like HOST without security except that *no* remote activity is displayed on the DeskMate screen, and you can prevent local use of the DeskMate. To activate the security option, press **(Y)** to the prompt, Security? (Y/N), right after you select HOST from the Main Menu and enter the HOST screen.

Without activating the Security option, the DeskMate user can always press **(BREAK)** to disconnect the remote site user and regain control of the DeskMate system. However, with Security turned on, you can completely lock out local operation. If a system password has been entered for the DeskMate and people at the DeskMate computer try to press **(BREAK)** or **(F3)**, they will have to enter the password to disconnect the remote site user.



ENDING THE SAMPLE SESSION

You are now finished with the sample session. You can continue using the sample data files to experiment and try new things not covered in the Sample Session. For example, you can try using Host and Telecom together to transmit information between two computers, saving data received from an information service using Telecom, or copying data from an application like Calendar to a Text file. Use the *Reference Manual* to look up information on the application and function you want to use.

When you are ready to start using DeskMate for your own purposes, use the DELETE function on the Main Menu to erase the data files used in the sample session — LETTER, WILLIAMS, CUSTADDR, SUPLADDR, TEST, BUDGET, EXAMPLE, TABLE, CLIENTS, SUPPLIER, AGENDA, DAVE, LAURA, and MESSAGES. Also, delete any files received or sent using Telecom or Host.

Next, you need to erase the Phone, Alarm, and Mail data. Press (F2), then (CLEAR) (3) for PHONE. Delete each phone entry, one by one. Press (F3) to exit PHONE, then press (CLEAR) (3) at the Main Menu to display the events in the ALARM file. Highlight all the events using the SELECT function, and then DELETE them. Return to the Main Menu and select the MESSAGES file and Mail application. Delete each message, one by one.

The final step to making DeskMate ready for your data is to delete or change the password. Press (CLEAR) (5) at the Main Menu for the PASSWD function. If you do not want to use a password to access DeskMate as a direct DeskMate or remote-site user, press (ENTER) for New Password. To assign a new password to access your DeskMate, simply type the new password and press (ENTER).

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ENDING THE SAMPLE SESSION

Note: You may want to keep the Telecom file, CSIS, if you created an autolog file in the sample session that you can actually use.

Now, all sample data is erased from the DeskMate diskettes. Make a backup of the data diskette to use for your data.

At the end of each day that you enter data into the DeskMate, back up the DeskMate Data Diskette and any other diskette on which you are storing data. By following this procedure, you'll be able to retrieve most of your data in case of a mishap.

